



iView[®] Media Pro[™] 2

Media management made easy

Manual

VERSION 2.6

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Installing and setting up iView MediaPro

Welcome

Welcome to iView MediaPro, the fast and easy way to view, organize and present the growing number of images, movies, sounds, fonts and other media files on your disks.

MediaPro helps you get organized. Whether you are a student, journalist, multimedia enthusiast or professional photographer, it's important to be able to organize and browse your images, movies and documents in an application that's easy to set up and use.

MediaPro works by creating catalogs, consisting of thumbnails and descriptions of all your media files. Store your images with digital camera information, captions, labels and annotations — then search and browse the catalog, even if your original files are misplaced or offline.

You can edit images, correct colors, print contact sheets and change file formats — even create a slide show of your favorite images and save it as a QuickTime movie.

Installation

Windows: When you insert the iView MediaPro CD, an install menu appears. Choose *Install iView MediaPro*. If this menu does not appear, your PC may not support *autoplay*. In this case, open the CD and run *install_iview_mediapro.exe*. This will create an application shortcut icon and a shortcut to the iView web site on the desktop.

Mac: Copy the *iView MediaPro* folder from the CD to the *Applications* folder of your hard disk. If you have an existing copy of MediaPro, remove it from your *Applications* folder and place it on removable media or mounted volume before installing the new version.

Entering your license key

After you have installed iView MediaPro, launch the application. Go to the License menu and enter your name, organization and the license number from the cover of the CD-ROM.

Installation



Step 1: Windows CD - This menu appears when you insert the iView MediaPro CD. Choose *Install iView MediaPro*. If this menu does not appear your PC may not support *autoplay*. In this case, open the CD and run the installer program named *install_iview_mediapro.exe*. This will create an application shortcut icon and a shortcut to the iView web site on the desktop.

Mac CD - Copy the iView MediaPro folder to the Applications folder of your hard drive.



iView MediaPro



Step 2: Launch application. Go to the License menu and select *Enter License*.



Step 3: Enter the license number from the cover of the CD-ROM, or one that was emailed to you.

If you purchased a digital download version of iView MediaPro online, then enter the license number that was emailed to you. If you have lost your license key, please contact support at: <http://www.iveview-multimedia.com/support>

Plug-ins

The installation will create a *Plug-ins* folder containing files that are important to the application's functionality. Knowing the location of this folder is important so that you can customize or install additional functionality, such as HTML templates, print templates, importers and scripts.

Windows: The user-defined *Plug-ins* folder is located in one of two locations:

- C:\Documents and Settings\username\Application Data\iView\Plug-ins
- C:\Documents and Settings\All Users\Application Data\iView\Plug-ins

On some Windows operating systems the Application Data folder may be hidden.

To display hidden folders on Windows XP:

1. Click *Start*, and then click *Control Panel*.
2. Click *Appearance and Themes*, and then click *Folder Options*.
3. On the *View* tab, under *Hidden files and folders*, click *Show hidden files and folders*.

Hidden files and folders will appear dimmed to indicate they are not typical items. If you know the name of a hidden file or folder, you can search for it.

When installing custom HTML templates, print templates, favorites lists, scripts or importers, place them inside the user-defined plug-ins folder, and not the application plug-ins folder. This way, you will not lose your custom settings when upgrading to future versions of MediaPro.

Mac: In previous versions, there was a *Plug-ins* folder inside the MediaPro application folder. This folder has now been split between built-in plug-ins, which are located inside the application package, and user-installed plug-ins, which go in:

OS 9: System Folder/Application Support/iView/Plug-ins

OS X: Any of the three locations

- ~User/Library/Application Support/iView/Plug-ins
- /Library/Application Support/iView/Plug-ins
- Network/Library/Application Support/iView/Plug-ins

When installing custom HTML templates, print templates, favorites lists, scripts or importers, place them inside the user-defined plug-ins folder, and not the application package. This way, you will not lose your custom settings when upgrading to future versions of MediaPro.

System requirements

This section lists the minimum system requirements, with the recommended ones in parentheses. It is important to have the most recent version of QuickTime. This will improve iView MediaPro's performance and functionality.

Windows

- Pentium class processor, or equivalent (Pentium III)
- Windows 98, ME, 2000 or XP
- DirectX 7.0 or higher
- QuickTime 6.x
- Internet Explorer 5.5 (6.x)
- 128 MB of RAM
- 640 x 480 display with 256 colors (1024 x 768 display with 16-bit color)
- 12 MB of hard disk space for installation

Macintosh

- PowerPC or newer, such as iMac G3, G4.
- Mac OS 9.1.x or Mac OS X (10.1.x)
- CarbonLib 1.5 (1.6)
- QuickTime 6.x
- 8 MB of RAM (OS 9 only): since QuickTime handles many of MediaPro's tasks, allocating more memory will not make the application run faster because it will take away available memory for QuickTime.
- Monitor set to *Millions of Colors*
- 13 MB of hard disk space for installation

Language support

MediaPro can be viewed in: English (US), French, German, Italian and Japanese. By default, MediaPro uses the language of the operating system or remembers the last language used.

Web resources

You can access additional resources for learning iView MediaPro on the iView web site. Tutorials, customer support, forums and application updates are available online. To go to the web site:

- Type this URL into your web browser:
www.iveview-multimedia.com
- Mac: Select the AppleScript menu, and choose *iView Online* from the Web submenu.

Application updates

Windows: You can check for updates to iView MediaPro by selecting *Check for Updates* in the Help menu. If an update is available, a link will be provided for you to download it.

Mac: *Check for Updates* is located in the iView MediaPro application menu (OS X) and the Apple Menu (OS 9).

Adding media importers

Any QuickTime-based media importer can be used by MediaPro: simply download and install the importer. Additional importers can be downloaded from 3rd-party sources on the Internet.

Examples of importers

- **PDF and EPS:** To catalog PDF on Mac OS 9 and render EPS files (Mac OS 9 and Mac OS 10.2.x), download and install the Ghostscript system extension from:
www.iveview-multimedia.com/downloads/
- **NEF:** To render Nikon Raw Files you need NikonView 6 or newer installed on your system.

Scripting

MediaPro is scriptable and can be easily integrated with 3rd-party applications or database systems to perform workflow automation.

Windows: MediaPro supports Visual Basic Script



Mac OS X: To change languages, select the MediaPro icon and choose *Get Info* from the File menu. Choose *Languages* in the drop-down menu. MediaPro will default to the operating system language. If you want MediaPro to run in a different language, uncheck all languages except the one you want.

and JavaScript automation on Windows. Once you create scripts, you can attach them to the application for access through the *Scripts* menu. For instructions on creating scripts, refer to the scripting documentation included with iView (see *Documentation* folder).

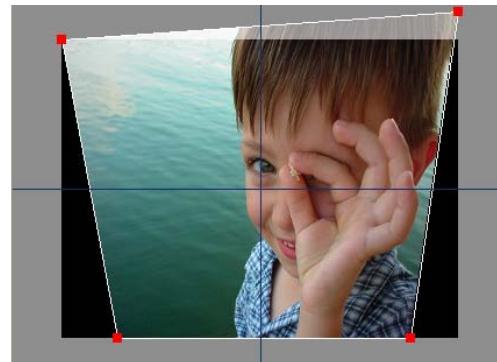
Mac: MediaPro supports AppleScript, and the scripts are attachable to the application (accessible via the *AppleScript* menu). To get started with scripting MediaPro, look at the application's dictionary, and refer to the AppleScript examples included (see *Documentation* folder). Version 2.0 introduced a number of changes to the AppleScript dictionary. Test your existing scripts to ensure proper functionality before using them.

What's new in iView MediaPro 2.6

iView MediaPro 2.6 extends its robust, award-winning functionality to the Windows platform. Now, MediaPro catalogs can be created by and seamlessly shared between Macintosh and Windows computers. Additional new features include:

General

- *Import from iPhoto (Mac)*: Automatically create a MediaPro catalog from your original images in an iPhoto library.
- *Import from Adobe Photoshop Album (Windows)*: Automatically create a MediaPro catalog from your original images in an Adobe Photoshop Album collection.
- *ICC color profile support (Windows)*: Thumbnails and media can now be rendered based on ICC profiles. You can also embed or remove color profiles in images.
- *Transfer to Folder*: *Copy to Folder* and *Move to Folder* have been replaced with a more flexible *Transfer to Folder* function.



Transform: This new tool in the Image Editor enables you to alter the shape and perspective of images.



Watermark: This new HTML gallery feature lets you put a visible image on top of exported media page images.

Scripting

- Visual Basic Script and JavaScript support (Windows): Scripts can be attached to MediaPro and be used to perform workflow automation.
- Added scripting support for Catalog Sets
- Added "Import" verb

Export features

HTML Gallery settings

- Options to select a target file size of exported Media images.
- Add border to Thumbnail and Media images.
- Add a visible watermark to Media images.

Image Editor

Added a new tool and two filters.

- *Transform*: Alter the shape and perspective of images. This tool is good for correcting optical distortion such as barrel distortion.
- *Set Color Balance*: Adjust the overall mixture

of colors in an image for generalized color correction.

- *Set Color Levels*: Adjust the tonal range of images - highlights, shadows, and midtones.

Backup: Added an option to reset paths during backup to the new volume.

New file format support

- Pentax PEF (raw) preview
- Canon CRW Mark II (raw) preview
- Sony SRF (raw) preview and tagging
- Olympus ORF E-1 (raw) large preview
- Corel Draw preview

iView MediaPro Basics

How MediaPro works

MediaPro stores information about your media files in catalogs. A catalog is a searchable and organizeable visual database that contains:

- A thumbnail of each media file.
- Information about each file relevant to the media type (attributes).
- Tags and descriptions (also called annotations or metadata) that help you organize and classify media.
- The location of the original file on a hard drive, CD-ROM, or other kind of volume.

You can create as many catalogs as you want, it just depends on how you want to organize your media. For example, you can have a catalog for each media type: photos, videos and music. Or you could create one catalog of all media. Each catalog can contain up to 128,000 files.



**Catalog Icon
on the Desktop**

Understanding catalogs

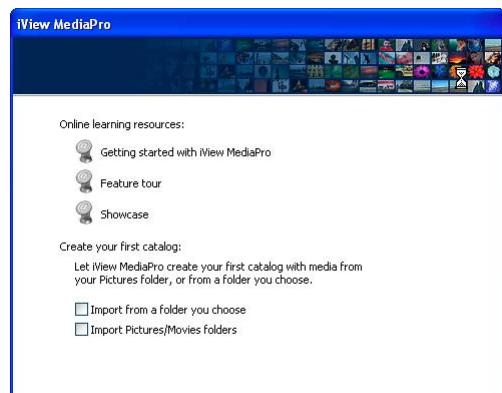
When you add files to a catalog, MediaPro stores a thumbnail of each file, as well as information about the file and its location on your disk.

This way you can launch and search iView MediaPro catalogs, even when your original files are not present. For example, they may be stored on a CD-ROM that is not in the computer. But you can still view thumbnails of those files and information about the media.

Because media files are not embedded in the catalog, iView MediaPro will need access to media files in order to display them in larger sizes, such as Media View and Slide Shows.

If you delete a media file on the desktop or a disk, it cannot be recovered through a MediaPro catalog. A catalog only contains information about the file, not the file itself.

Adding files to an iView MediaPro catalog does not move or modify the original media.



Getting Started dialog.

Getting started

MediaPro 2.6 introduces a Getting Started dialog to help you get acquainted with MediaPro features and to assist you with import options for creating new catalogs. This dialog will be displayed the first time you launch MediaPro.

If you want to access this dialog after it has been closed, it can be found in the Help menu on Windows, and in the MediaPro application menu on Macintosh.

Creating catalogs

There are several ways to import or add media to a MediaPro catalog. These methods are explained on the following pages. One basic method is to create a catalog from a folder you choose.

1. Launch application: Double-click the iView MediaPro icon to start the application. An empty catalog will appear.

2. Add media files: In the File menu, select *Import Media from Files and Folders*. This will bring up a dialog box where you navigate to and chose a folder or file to import into your catalog. This can also be done by checking *Import from a folder you choose* in the Getting Started dialog.

3. View and organize your media. Save catalog.



Add files through drag-and-drop: Files are added to a catalog in the exact position of the cursor highlight, the long bar that is separating the two items above.

Add files by drag-and-drop

You can drag-and-drop any file, folder, hard disk, CD, or volume onto an open MediaPro catalog to add media. You can also drop files onto the MediaPro icon or shortcut icon. In either case, your media files will appear in a catalog.

You can also drag-and-drop a folder that contains some files already catalogued and a few new files. MediaPro will skip files already catalogued and add only the new files to the catalog.

Add files from Pictures folder

In the Getting Started dialog, check *Import from Pictures/Movies Folders*. MediaPro will automatically find the *Pictures* and *Movies* folders for the active operating system user and import all media into a new catalog.

MediaPro will ignore media in folders dedicated to certain applications such as Apple's iPhoto. This importing feature only works on the Mac OS X and Windows XP operating systems.

Add files from iPhoto

Mac: In the Getting Started dialog, check *Import iPhoto Library*. MediaPro will automatically find the iPhoto library for the active operating system user, launch iPhoto in the background and import all original photos into a new catalog. This feature only works with versions 2 and 4 of iPhoto.

The new catalog contains references to your photo files that are still inside the iPhoto library folders. If you wish to move these files out of the iPhoto library, you can select all the images in the

Annotation mapping for iPhoto import

iPhoto	MediaPro
Filename	Filename
Title	Title
Keyword	Keyword
Checkmark (keyword)	Does not map at this time
Star Ratings*	Do not map at this time
Albums	Catalog Sets
Smart Albums*	Catalog Sets
Comments	Caption
Date	Event Date
Date (modified in iPhoto)	Event Date

* iPhoto 4 only

Annotation mapping for Photoshop Album import

Photoshop Album	MediaPro
Caption	Caption
Tags	Do not map at this time

catalog and select *Transfer to Folder* in the Action menu. Choose *Move files, reset paths, delete originals*. This will move your original images to a folder of your choice, sets the paths to the new location and delete the images from your iPhoto library.

To free up additional hard drive space, you could delete all the proxy images (thumbnails) created by iPhoto. To do this, simply trash the *iPhoto Library* folder from the *Pictures* folder. Or you could leave them where they are and have media in both iPhoto and iView MediaPro.

The new MediaPro catalog will also contain your iPhoto albums as MediaPro *Catalog Sets* (in the Organize Panel). Your catalog also contains any metadata (such as EXIF digital camera data, comments or keywords) that were assigned to your images in iPhoto. The chart above details how iPhoto annotations map to iView MediaPro annotation fields.

Add files from Photoshop Album

Windows: In the Scripts menu, select *Import from Adobe Photoshop Album* from the Import sub-menu. MediaPro will automatically find the Photoshop Album collection for the active operating system user, launch Photoshop Album in the

background and import all original photos into a new catalog. This import script works with versions 1 and 2 of Photoshop Album.

This catalog will contain metadata such as EXIF digital camera data and captions that were assigned to your images in Photoshop Album. Any tags, keywords or additional IPTC annotations cannot be imported at this time.

Add files by folder watching

You can add files automatically through MediaPro's *Folder Watching* feature. This feature is located in the Catalog Folders section of the Organize Panel, which can be shown by clicking the Organize interface button.

Catalog-wide folder watching can be enabled to monitor folders which contain media within your catalog. To enable folder watching, select an option from the folder watching menu (it's the circle with lightning bolt) — either update folders *Every minute* or *Every 5 minutes*.

When new media items are added to a watched folder, MediaPro alerts you to the new content (shown by a blue arrow on the folder icon). You can then choose to import these files by selecting *Update Folder* from the individual folder's drop-down menu. To turn off folder watching, select *Never* from the folder watching menu.

Auto-update takes folder watching to the next level by automatically importing from selected folders when new media are added.

To enable this feature, select *Switch auto-update on* in the drop-down menu of the folder that you want to be constantly monitored. Once new media is added to that folder, MediaPro will automatically import those items into to your catalog. Auto-update folders are designated green.

For more information, see page 46.

Add files from the Internet

1. Open your catalog or create a new one.

2. Create a Drop Folder: In the Edit menu, select

Drop Folder. In the dialog, choose or create a folder for files that are downloaded from the Internet. This folder will also be used for items that are dragged-and-dropped from other applications such as a Web browser.



3. Enter URL: In the File menu, select *Import Items from URL*. Enter a web address in the dialog. It must be a complete URL, such as <http://www.photo.com/img1.jpg>.



4. Download: MediaPro will download this file off the Internet, and store it in the Drop Folder you defined. MediaPro will also store the file's web address in the *URL* annotation field.

5. Alternative method: You can also drag-and-drop files from a web browser onto your catalog. Files will be stored in the drop folder.

◆ Transmission	-
◆ URL	http://www.iview-m...
◆ Country	-

Annotations: The URL for a downloaded image is stored in the *Annotations* group of the *Info Panel*.

Add files from a digital camera

Windows XP instructions

Depending on the USB transfer settings of your camera, there are two ways to import images from digital cameras.

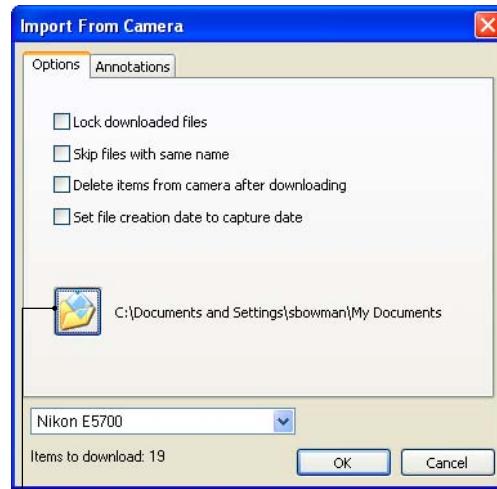
Some digital cameras support a standard called *Picture Transfer Protocol* (PTP). Refer to your digital camera's documentation to find out if it supports PTP and how to properly define PTP settings for the camera.

A. Using Picture Transfer Protocol

If your camera supports PTP:

- 1. Plug your camera into your computer.**
- 2. When the dialog for your camera appears, click the *Cancel* button.**
- 3. Launch iView MediaPro** and open an existing catalog, or create a new catalog, into which to import the new images. Select *Import From Camera* in the File menu.
- 4. Import Options:** In the *Import From Camera* dialog, you can also instruct MediaPro to delete images from your camera after downloading. MediaPro can also set the image file's creation date to match the date you took the picture (Capture Date). This is useful because some applications, as well as the operating system, cannot read the Capture Date. This way your media will be better organized on the desktop as well. Downloaded images can also be locked in this dialog to prevent writing over originals. Click folder icon to designate a folder on the desktop where downloaded images will be placed.
- 5. Annotate:** The *Annotations* panel allows you to set a few annotations (author, credit, source, copyright, status and instructions) to apply to every image during import.
- 6. Download:** Once the options have been set, click the *OK* button. iView MediaPro will import each image into the open catalog after it has been downloaded. After import is complete, safely unplug your camera.

Windows XP: Import from Camera - Options dialog



Click the folder icon to choose a folder on the desktop where downloaded images will be placed.

B. Without Picture Transfer Protocol

These instructions also apply to digital media card readers that do not support PTP:

- 1. Plug your camera into your computer,** using a USB or serial connection. Or insert your digital media card (Compact Flash card, Memory Stick, etc.) into your card reader.
- 2. When the *Device Action* dialog appears, choose *Copy pictures to a folder on my computer using Microsoft Scanner and Camera Wizard*.**
- 3. Follow the directions of the Camera Wizard** to locate an existing folder or to create a new folder for your pictures. On the last screen of the Wizard, choose *Nothing. I'm finished working with these pictures.*
- 4. Launch iView MediaPro** and open an existing catalog, or create a new catalog, into which to import the new images. Select *Import From Files/Folders* in the File menu. Navigate to and select the folder on your desktop where your images were placed with the Camera Wizard.
- 5. Import images:** iView MediaPro will import each image into an existing catalog, or a new catalog that you created.

Add files from a digital camera

Mac OS X instructions

The OS X Image Capture application allows Mac users to automatically download images when a camera is attached to the computer. MediaPro has integrated this functionality to make cataloging images during download from your camera as easy as possible.

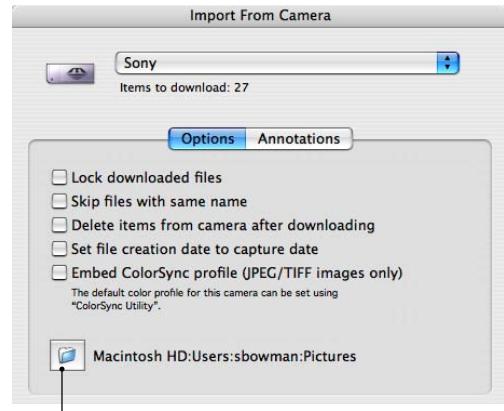
1. **Launch** the *Image Capture* application. It is located in the OS X *Applications* folder.
2. **Set Image Capture: OS 10.2** - Open the *Image Capture Preferences*. Choose *Other* in *Camera Preferences* pop-up menu. Navigate to and choose *iView MediaPro*. Quit the *Image Capture* application.
3. **OS 10.3** - In the *Image Capture Camera* panel, navigate to and choose *iView MediaPro* in the *When a camera is connected, open* pop-up menu.

4. Plug your camera into your computer. From this point, whenever you plug a camera into your computer, *Image Capture* will launch *MediaPro*. To import images, select *Import Items From Camera* in the *File* menu. If *iView Media* is already running when you plug in your camera, the *Import From Camera* dialog box will automatically appear.

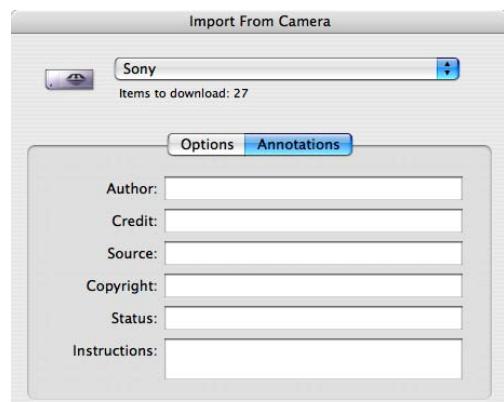
5. Import Options: In the *Import From Camera* dialog, you can instruct *MediaPro* to delete images from your camera after downloading. *MediaPro* can also set the image file's creation date to match the date you took the picture (Capture Date). This is useful because some applications, as well as the operating system, cannot read the Capture Date. This way your media will be better organized on the desktop as well. You can also instruct *MediaPro* to embed a ColorSync Profile during import.



Mac OS X: Image Capture preferences dialog in Panther



Import from Camera - Options: By clicking the Folder icon, you can choose a folder on the desktop for downloading.



Import from Camera - Annotations: Any data entered here will be applied to all images during import.

Clicking the folder icon allows you to designate a folder on the desktop for downloading.

5. Annotate: The *Annotations* panel allows you to set a few annotations (author, credit, source, copyright, status and instructions) to be applied to every image during import.

6. Download: Once options have been set, click the *Download* button. *MediaPro* will import each image into the open catalog after it has been downloaded from the camera to the computer. After import is complete, dismount the camera from the desktop (eject), then you can safely unplug your camera.

Merge catalogs

iView MediaPro can combine the contents of one catalog with the contents of another. *Merge With Catalog* appends a selected catalog to the currently open catalog.

How to merge catalogs

1. Open an existing catalog.
2. Select *Merge With Catalog* under *Import Items* in the File menu.
3. Navigate to and select a catalog created by an iView product (including previous versions of MediaPro, or iView Media or MediaLE). This function will not work with catalogs created by other programs.
4. Files will be added to the end of the existing catalog. Each item's related annotations, label and thumbnail are added as well. *Catalog Sets* are not merged into the open catalog.

If the open catalog already contains files that are part of the selection of files that are being merged or dragged-and-dropped, MediaPro will ignore these files and will not replicate them.

Merging catalogs using drag-and-drop

An alternative way to add items from one catalog to another is using the drag-and-drop method.

To do this, open two catalogs. Select one or more items, and drag them from one catalog to the other. Unlike *Merge With Catalog*, where files are appended to the bottom of the catalog, dropped files are added at the specific position in the catalog defined by your cursor placement (applies to List and Thumbnail Views).

If you drag-and-drop items into a catalog that is currently in Media View, then the dropped items will appear at the end of the catalog.

Using drag-and-drop does not remove a file from a catalog and add it to another. This function copies a media item's reference from one catalog to another. As such, each item's related annotations, label and thumbnail are added.

If you hold down the Ctrl key (Mac: Cmd key) while dragging-and-dropping, MediaPro will

remove a file from a catalog and add it to another.

If the open catalog already contains files that are part of the selection of files that are being merged or dragged-and-dropped, MediaPro will ignore these files and will not replicate them.

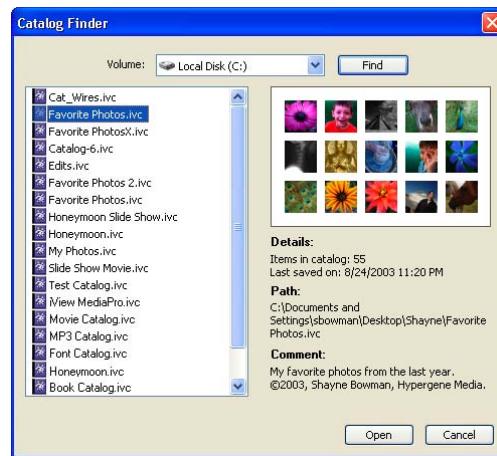
Matching thumbnail size when merging

If the item's thumbnail in the existing catalog is smaller than the catalog being appended, then the thumbnail will have to be rebuilt to match the new size. For example, an existing catalog might have 128 pixels thumbnails. If the catalog it is being merged into has 160 pixel thumbnails, then the previous thumbnails will appear smaller. To fix this, select the appended files and choose *Rebuild Item* in the Action menu.

Finding catalogs

The *Catalog Finder* lets you to quickly locate and preview all iView catalogs on a storage volume (hard drive, CD, DVD, etc.).

This function is located in the *Open Recent* submenu of the File menu. Select a storage volume from the pop-up menu, and MediaPro will locate all catalogs on that volume. Click the *Find* button to refresh the search. Click a catalog name in the search results list to preview the found catalog. Click *Open* to launch the catalog.



Catalog Finder: Locate and preview catalogs.

Import options

Import options control what media files are added to a catalog. You can control the import process by choosing *Import Options* in the File menu. The options are divided into two panels: *File Filters* and *Media Types*.

File Filters: These filters limit the range of imported media based on file-related criteria, such as file name, file size, creation or modification date, etc. For example, to only import files smaller than 1 MB, choose to enable the *Size* option as: "size is less than 1000 KB."

Ignore shortcuts (aliases): Checking this box will tell MediaPro to bypass shortcut (alias) files. Left unchecked, the application will find the original location of the aliased file and catalog it.

Ignore Invisible files: Checking this box will prevent MediaPro from cataloging invisible operating system files, such as the Macintosh file type called .DS_Store.

New in version 2.x: The option for using built-in thumbnails has now moved to the MediaPro *Preferences* dialog, *Media-Images* panel.

Media Types: Limit importing to just those files that belong to a certain media group. For example, you might turn on only the *Images* option in order to import images such as JPEG, pictures, etc.

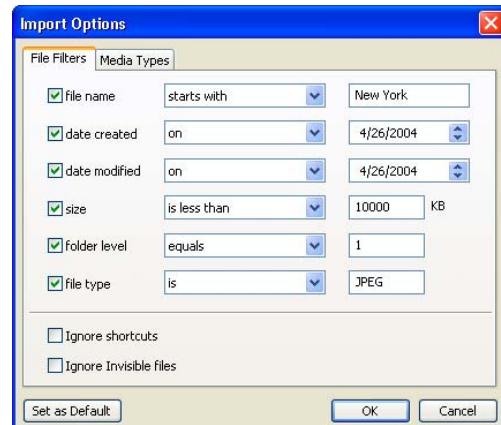
If you are not familiar with what types of media files belong to each group, you can click the *View Media Types* button to see a comprehensive list of all media types supported by iView MediaPro.

Supported file formats

iView MediaPro can catalog a large number of image, movie and sound file types.

MediaPro's capacity to import certain file types is dependent on having the most current version of QuickTime installed on your computer. See the *Media Importers* dialog to find out which version of QuickTime you have installed.

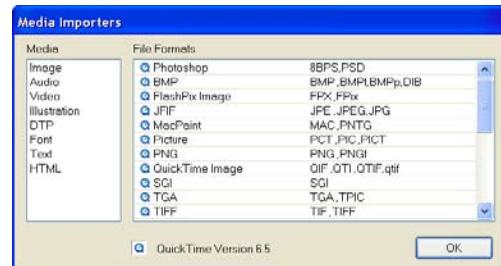
There are variations of file format support between the Windows and Mac platforms. For a complete list of supported file formats for both platforms, see page 93.



Import Options: Filters panel



Import Options: Media Types panel



Media Importers can be found on the *Media Types* panel of the *Import Options* dialog box.

iView MediaPro preferences

Additional setup options can be defined in the *Preferences* dialog box by choosing *Preferences* under Edit menu (Windows and Mac OS 9) or iView MediaPro application menu (Mac OS X).

General

Options: Display a useful description under the toolbar buttons; Sort media based on natural numerical order (i.e. 1,2,3..., 10,11); and have confirmation dialogs appear when batching items or when removing items from a catalog or set.

At Startup: Select whether you want to open a new catalog, open the last catalog you used or do nothing every time you launch the application.

Double-Click: Select how MediaPro interprets double-clicking. Alt+double-click (Mac: Option +double-click) will always launch the selected media file with its creator application.

Dimensions: Change the default unit of measure in MediaPro from pixels to centimeters, inches, points or picas.

Resolution: Change the default resolution from Pixels/Inch to Pixels/cm (centimeter).

Date: Change the display of the date in various fields. Options include:

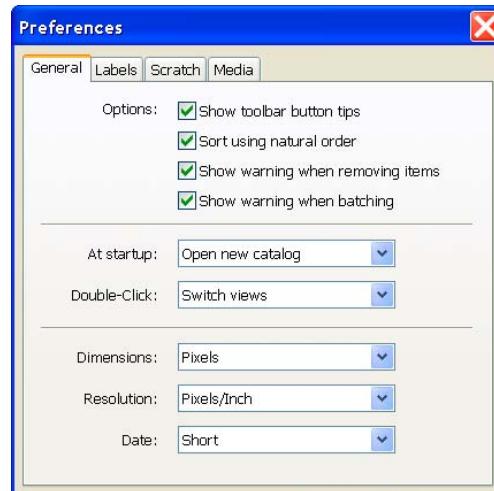
- **Long:** Friday, April 16, 2004
- **Short:** 4/16/04
- **Abbreviated:** Fri, Apr 16, 2004

Labels

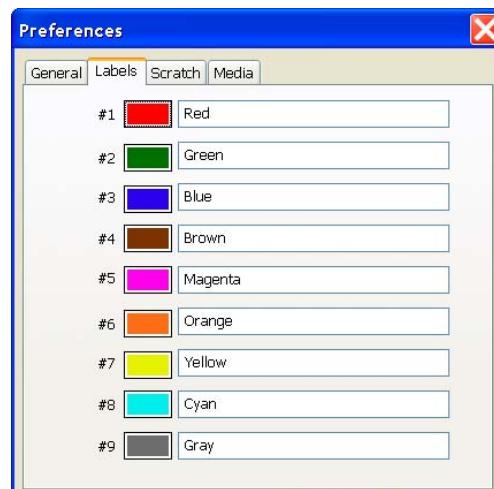
Color labels provide a method of a visual identification and classification of media files in your catalogs. The *Preferences* dialog enables you to globally customize the colors and names of color labels. For more on labels, see page 48.

Scratch

The scratch folder keeps temporary versions of your open catalogs. Scratch files are erased when you close or save your catalogs. Choose a fast local hard drive with plenty of available space for your scratch folder.



Preferences: General panel



Preferences: Labels panel



Preferences: Scratch panel

Media - Images

Use built-in thumbnails: Some applications, such as Photoshop, embed a thumbnail into the media file. Digital cameras do this as well. These thumbnails are typically low quality.

During import, MediaPro uses that embedded thumbnail if the box is checked. Turning this option off will instruct MediaPro to create its own thumbnails, which are generally higher in quality, at the cost of a slower import process. If you wish to improve the quality of the thumbnails later, choose *Rebuild Item* in the Action menu.

See page 21, for more information on rebuilding item thumbnails.

Rendering: This pop-up menu gives you three options for the way MediaPro resamples images to display them at various sizes: *Nearest Neighbor* (faster but less precise), *Bilinear* (a medium-quality method) and *Bicubic* (slower, but better quality).

Use Color Matching (Windows): If an image has an embedded ICC color profile MediaPro uses it to match it to the profile of your monitor.

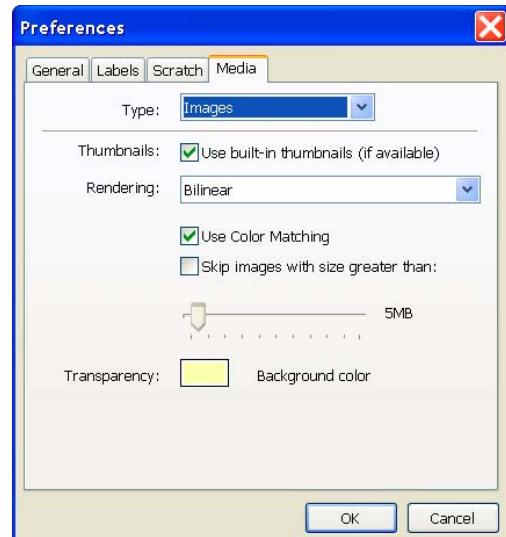
Use ColorSync (Mac): If an image has an embedded color profile MediaPro uses it to match it to the profile of your monitor. Otherwise, MediaPro uses default document profiles chosen in the system's ColorSync control panel.

Skip images...: Allows you to place a limit on the size of images that the application will display in Media View and Slide Show mode. If an image is over the limit defined, MediaPro will not render it. This option will accelerate importing large images when viewed in Media View. Available range: 1 to 100 megabytes.

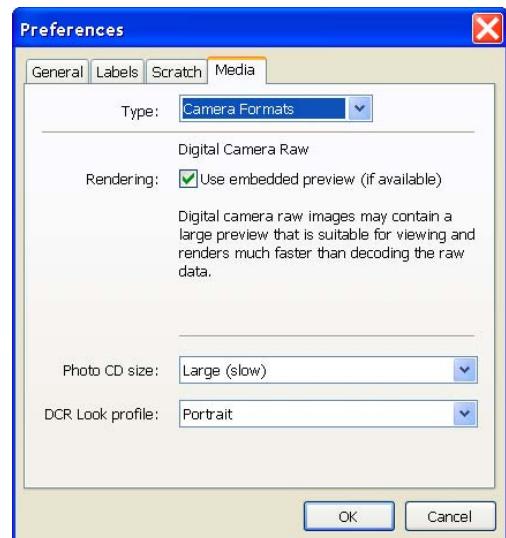
Transparency: Choose the background color used for transparent spaces in various image file types, such as GIF and Adobe Photoshop.

Media - Camera Formats

Digital Camera Raw Rendering: Canon, Kodak and Nikon raw image files may contain a large preview that is suitable for viewing and renders much fast-



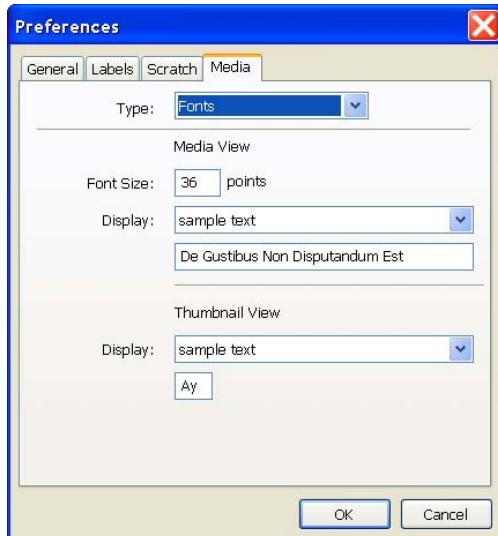
Preferences: Media - Images panel



Preferences: Media - Camera Formats panel

er than decoding the raw data. If you check *Use embedded preview*, this will speed up import and media rendering of Raw files.

Photo CD Size: Kodak Photo CDs contain images with a variety of dimensions and file sizes. This



Preferences: Media - Fonts pane

option tells MediaPro which size to catalog: *Small*, *Normal* or *Large* options. Smaller sizes will import much faster into MediaPro.

DCR Look profile: The *Look profile* pop-up menu adjusts the color tone of Kodak DCR images when rendered by MediaPro.

Media - Fonts

Media View: Fonts can be displayed as a standard character set, a full character set, or as sample text that you define. The *Font Size* option only applies to TrueType fonts. Bitmap fonts are displayed at the size defined by the font. These options also apply to the display of fonts in Slide Shows.

If you change the font display preference for Media View while your catalog is currently displaying Media View, you will have to switch to Thumbnail View and go back to Media View in order for the new preferences to be displayed.

Thumbnail View: Thumbnails of fonts can be displayed as the *font name* or as two characters of *sample text* that you define. If you change this option after importing fonts into a catalog, you



Font character set displayed in Media View.



Font full character set displayed in Media View



Font sample text displayed in Media View



Sample text font displayed in Thumbnail View.



Font name display in Thumbnail View

will need to select all thumbnails, and choose *Rebuild Item* in the Action menu in order to have iView MediaPro recreate the font thumbnail with the new settings. Thumbnail View settings also apply to List View.

Catalog information

The *Catalog Info* dialog (File menu) contains information about your catalog, as well as giving you a place to make comments about the catalog. The *Comments* field can be exported with HTML web galleries.

Protecting catalogs

Once you have created a catalog, you might want to prevent others from viewing or accessing it. To set password protection for a catalog:

1. Select *Catalog Info* from the File menu.
2. Click the *Set Password* button. This button is only available if you have saved your catalog.
3. Type the password. Then save the catalog.
4. When opening the catalog in the future, you will be asked to provide the password before you can view the catalog's contents. MediaPro does not provide a way to recover catalog passwords.
5. To remove password protection, click the *Set Password* button and delete the password in the field. Then save your catalog, and password protection will be removed.

MediaPro catalogs does not use strong encryption for password protection. For additional levels of security, try these options below.

Other options for protecting catalogs

Set read-only attribute (Windows): On the desktop, select your catalog file and select *Properties* in the File menu. In the dialog, check the box *Read-only* under the *Attributes* section. This will prevent the file being altered. In the *Advanced Attributes* section, select *Encrypt contents to secure data* to increase protection.

You can also increase your catalog file's security by setting user permissions for the catalog in the *Security* panel of this dialog. This would prevent other users from opening the catalog.

Set file lock properties (Mac): On the desktop, select your catalog file and select *Get Info* in the File menu. In the dialog, check the box *Locked*. This will prevent the file being altered.



Catalog Info dialog, File menu



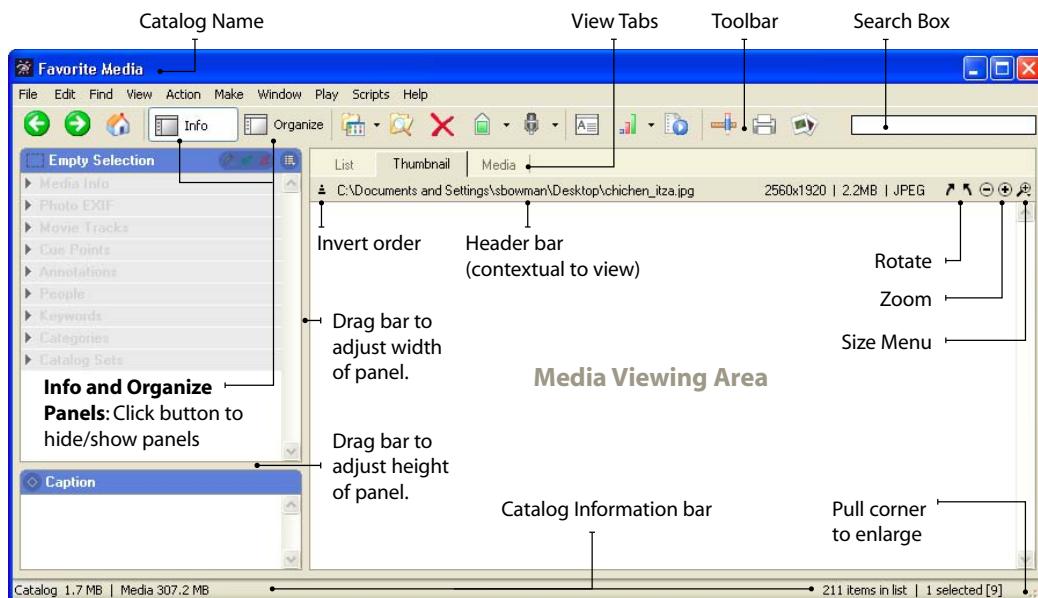
Set read-only attribute in the File Properties dialog.

While this option doesn't prevent you or others from altering catalogs (all you have to do is uncheck the box to unlock the catalog), it can serve as a useful reminder to prevent saving over a catalog that you do not want changed.

You can also increase security by setting user permissions for the catalog in the *Ownership & Permissions* section of this dialog. This would prevent other users from opening the catalog.

Encryption: Keep your catalogs and media on an encrypted disk image, such as one made by PGPdisk, which is available on both platforms.

About the iView MediaPro workspace



Toolbar functions

	State navigation lets your step back and forward between your catalog selections in the Organize Panel.		View Options will display a palette that controls which fields are displayed, as well as the font and colors for each view.
	Show All Items restores the view of a catalog to show all items. Available after search, sort and organize functions.		Sort will reorder items in your catalog by more than 25 criteria such as color label, file name, capture date and dimensions.
	Media Info/Organize Panels - click either of these buttons to show or hide the Media Info and Organize Panels.		Play Media contains options to play a movie, animation or sound. The spacebar will start/stop the playback of media, as well.
	Open With launches the selected media items with a <i>Helper</i> application that can view, edit or mail media files.		Image Editor shows a palette to crop or resize photos, as well as adjust color, tone or sharpness and make other enhancements.
	Show Media File reveals the location of the selected media items on the desktop or mounted storage volume.		Print displays options for printing lists, contact sheets and single images from your catalog.
	Move to Recycle Bin removes the selected items from the catalog and moves the original files to the Recycle Bin (Trash on Mac).		Slide Show launches a presentation in a full screen slide show, beginning with the selected media item.
	Assign Label will assign one of nine color labels to the selected media items. Also provides the option to remove a label.		Rotation sets the viewing angle of an item in all views. This does not change the rotation of the original file.
	Voice Annotation allows you to record, listen, remove or import audio annotations attached to media items.		Zoom increases or reduces the size of thumbnails and media in all views (List, Thumbnail and Media).

Viewing files in catalogs

The MediaPro interface displays information in three different views: List, Thumbnail and Media. To switch views, click the appropriate tab.

All three views offer features that resemble the way you work with your files in the desktop:

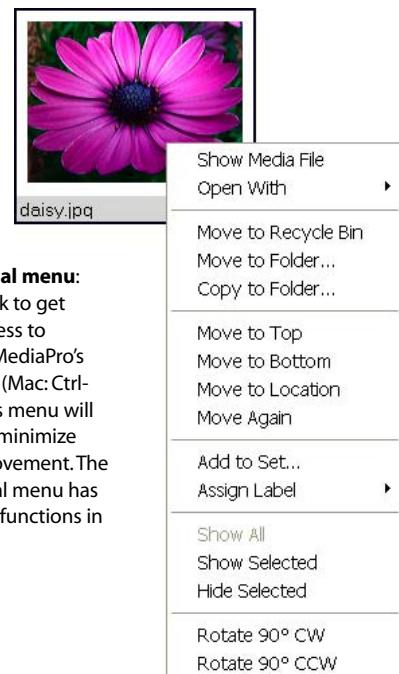
- To find a file, type the first letters of its name.
- To change a file name, click the name, wait a moment, and then start typing.
- To use functions in the contextual menu, Right-Click a media item's thumbnail (Mac: Ctrl-Click), or anywhere inside the iView MediaPro window.
- To rearrange items, drag them to where you want them and drop them. You can drag single items or multiple selections.
- To copy or move items to another catalog, drag them from one catalog to the other.
- To move the original files, drag the relevant catalog items to a folder or to the desktop. This will move the file from its current location to the desktop.
- To copy files from the catalog to the desktop, hold the Ctrl key (Mac: Option key) while dragging them to the desktop.
- To launch items with another drag-and-drop application, drag them onto the application shortcut (Mac: the application icon).
- To invert the order of media any catalog view, click the invert button (⊖) in the upper left corner of the media viewing area.



View tabs in Windows XP. Use Ctrl-1, 2, and 3 respectively to change view.



View tabs in Mac OS 10.3 (Panther). Use Command-1, 2, and 3 respectively to change view.



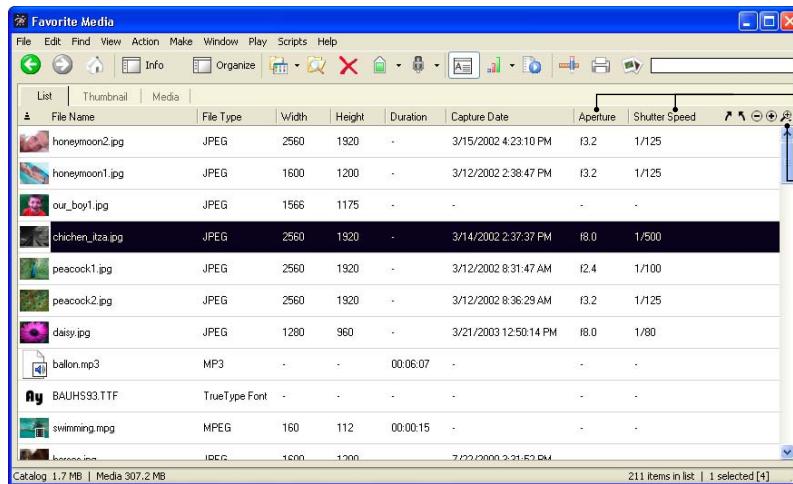
Contextual menu:

Right-Click to get quick access to many of MediaPro's functions (Mac: Ctrl-Click). This menu will help you minimize cursor movement. The contextual menu has the same functions in all views.



Hide Toolbar: To increase the size of the media viewing area, use the *Hide/Show Toolbar* option in the Window menu.

List View: Click the List tab to chose this view.



Sort list by criteria:
Click a field name in the Header bar to sort the list by that field.

Size menu: Change the icons in List View to small or large (shown left).

To change fields displayed, select *Show View Options* in the Window menu or click the toolbar icon.



List View

In this view of a catalog, your media appear in a list of small icons beside information fields of your choice, such as file name, size, type, duration, etc. To change the fields displayed, use the *View Options* palette in the Window menu.

To sort the list according to a field, click the corresponding header above the list area. Notice that some information is dependent on the file type. For example, the *Duration* field applies only to movies and sounds.

To change the size of thumbnails in this view, use the Size menu and select *Small* or *Large*.

To rename a file, click its name and start typing, the same way as you would do on the desktop. On Windows, you can also select an item and press F2, then begin typing. MediaPro will not rename the item if the original file is offline, locked or set to read-only.

By default, the width and height fields are displayed in pixels. You can change the unit of measure in the *Dimensions* setting of the *Preferences* dialog.

Though the icons are small, movies and music will play just fine in List View. Simply select a file and press the spacebar. You can also change views while the file is playing.

File Type	Width	Height	Duration
JFIF	2560	1920	

Header fields: To rearrange the order of header fields, click and drag the field name to a new location.

Height	File Size	Media Type
1920	2.9 MB	Image

To resize the width of the field column, click and drag the dividers in the header bar.

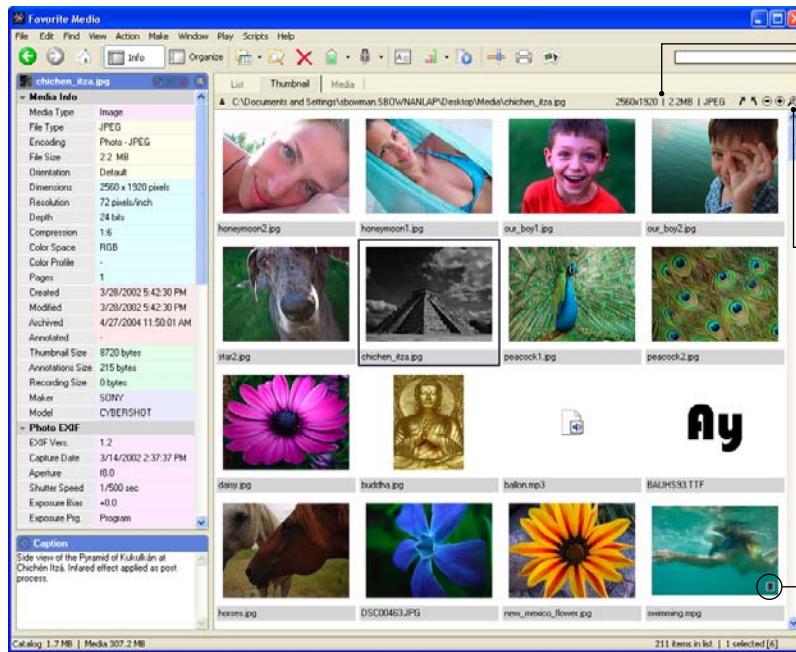
	explode.jpg	400.5 KB
	peacock1.jpg	2.2 MB
	buddha.jpg	1.3 MB
	daisy.jpg	1.4 MB

Move media: Click the file's icon, then drag it to any location. A line will mark the new placement.



Rename media: Click the name and start typing, the same way you would do on the desktop.

Thumbnail View: Click the Thumbnail tab to choose to this view



Header bar: The path for the location of the file and a media-related description will appear in the header. For unmounted files, the path is red.

Size menu: The thumbnail size can be set before or after adding files. If you choose a larger size after importing, MediaPro will have to rebuild the thumbnail in order to render it at that size.

Movie thumbnails have a small video icon to help differentiate them from still images.

Thumbnail View

This view displays the catalog as a table of thumbnails in adjustable sizes. When you select an item in the table, the Header bar (see figure above) presents data about the item.

Whether the file is available or not, the path name for the location of the file and a media-related description will appear in the header. When a file is not available, the path is red.

To change the position of items in the catalog, select one or more items and drag them to the desired location. Or, after you made your selection, choose any of the *Move Items* options in the View menu. If you choose the *Move to Location* option, a special mouse cursor appears, indicating that you can now choose the destination by clicking somewhere in the catalog (you can scroll if you wish). To cancel this mode, press the Escape key.

Thumbnail size: To define the display size of your thumbnails, choose the size you want from the *Size* menu in the far right side of the Header bar. This setting will affect the overall size of your catalog, as

larger thumbnails require more disk space.

If an imported image appears much smaller than the thumbnail box containing it, MediaPro has read an existing thumbnail rather than create its own (this is common with Photoshop files). If you want MediaPro to create its own thumbnails every time, make sure *Use Built-in Thumbnails* is unchecked in the *Preferences-Media-Images* panel.

Rotating thumbnails: To rotate a thumbnail image, use the Rotate buttons in the far right side of the Header bar. Each rotation represents 90 degrees. You can select multiple items and perform a batch rotation. Rotating a thumbnail in a catalog does not change the rotation of the original file.

The rotation of a thumbnail also applies to how MediaPro will display the file in Media View, slide shows and exported HTML galleries.

Movie Thumbnails: If a thumbnail of an animation or movie file is black or not what you want, select the item and play it to a frame you like. Then pause the playback and choose *Rebuild Item* from the Action menu.

For multi-page or multi-layer files, go to the Media View and use the *Pager* tool to advance to the page or layer you want to be the thumbnail. Then choose *Rebuild Item* from the Action menu. When you return to Thumbnail View, the thumbnail is updated.

To update the thumbnail of a media file that has been modified since it was cataloged, select the item and choose *Rebuild Item* from the Action menu.

Improving thumbnail quality

Some applications, such as Adobe Photoshop, embed a small, low-quality thumbnail into the media file. Digital cameras do this as well. During import, MediaPro renders that pre-existing “built-in” thumbnail and stores it in the catalog file. Maintaining this default setting makes importing fast, but it also makes low-quality thumbnails.

To improve the thumbnail quality, set MediaPro *Preferences* to render its own thumbnails on import. Or you can rebuild thumbnails individually. These thumbnails will be superior in quality and take up much less catalog space than the built-in thumbnails.

Rebuild thumbnails on import: One option is to have MediaPro render new thumbnails during the import process. This is achieved by unchecking the box *Use Built-in Thumbnails* in the *Media-Images* panel of the *Preferences* dialog.

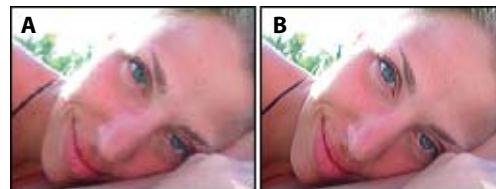
Keeping this option off will instruct MediaPro to create a new thumbnail. However, this will slow down the import process, because MediaPro needs to render the entire image to create a thumbnail.

Rebuilding thumbnails individually: If you have an existing catalog that used built-in thumbnails, then select the thumbnails and choose *Rebuild Item* in the Action menu. This function is also accessible from the contextual menu.

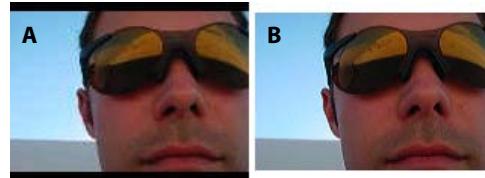
Changing thumbnail size: The thumbnail size can be changed in the *Size* menu, located in the far right side of the Header bar.

Should you increase the thumbnail size beyond the size stored in the catalog, you might wish to

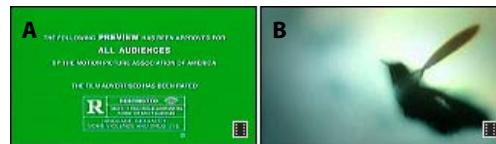
Rebuilding digital camera thumbnails



A. Built-in thumbnail from digital camera = pixelated
B. Thumbnail created by MediaPro = smooth



A. Built-in thumbnail = 3:2 ratio, black bars, pixelated
B. Rebuilt by MediaPro = smooth, no black bars

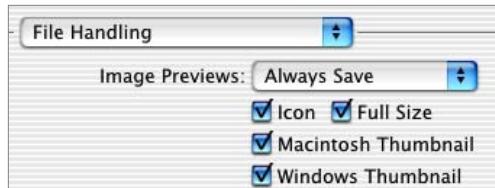


Movie file thumbnails: If a thumbnail of an animation or movie file is black or not what you want (A), select the item and play the file to a frame you like. Then pause the playback and choose *Rebuild Item* from the Action menu (B).

perform a *Rebuild Item* command on all the files in the catalog.

Digital camera files: Digital cameras, regardless of manufacturer, are notorious for creating poor quality thumbnails in image files. They appear pixelated and fuzzy. Using MediaPro's *Rebuild Item* command will significantly improve the quality of the item's thumbnail.

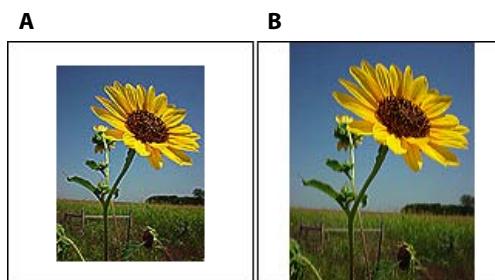
Some digital cameras allow photographers to shoot pictures with the 3:2 ratio. When the camera creates a thumbnail for this type of image, it puts black bars above and below the image to make the thumbnail size conform to the standard 4:3 ratio. To remove these bars and improve the thumbnail quality, chose one or more images and perform a *Rebuild Item* command.



Adobe Photoshop

Covers v. 7 and CS

Adobe's image editing program, Photoshop, embeds sharpened thumbnails it saves files. This option is controlled in Photoshop's *Preferences:File Handling* dialog box. When *Macintosh* or *Windows Thumbnail* is checked, Photoshop CS will create thumbnails at 160 pixels. There are no options for controlling the size of thumbnails.



A. Thumbnail created by Photoshop 7.0

B. Thumbnail rebuilt by iView MediaPro

If you have the thumbnail size for your catalog set at greater than 160 pixels or above, thumbnails for Photoshop files will appear smaller. When you rebuild it, the thumbnail size will match the rest of your catalog.

In the event that a Photoshop file does not have a built-in thumbnail, MediaPro will automatically create its own. The default thumbnail size for Adobe Photoshop 7.0 files is 128 pixels; for 6.0 files it is 112 pixels.

Adobe ImageReady

Adobe's optimization program, ImageReady, does not embed thumbnails in optimized files. MediaPro will automatically create its own thumbnail for these files.



A. Illustrator Bitmap PICT thumbnail - v.6,7,8,9

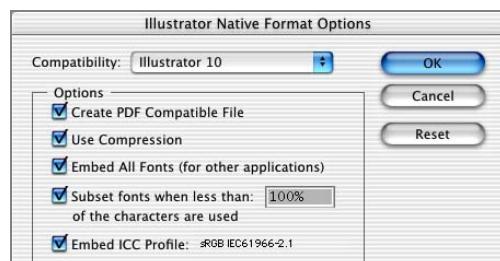
B. Thumbnail in Illustrator on Mac OS X, PDF Compatible

Adobe Illustrator

Covers versions 6, 7, 8, 9, 10 and CS

Illustrator does not offer any options for modifying thumbnails in its native format (.ai). By default, Illustrator CS makes Bitmap PICT thumbnails at 160 pixels.

With **Illustrator 10 & CS on Mac OS X**, however, there are some important options. For the best catalogs, iView recommends that you should save files with the *Create PDF Compatible File* option turned on. This option makes the file you save a PDF file. This option is in the *Illustrator Native Format Options* dialog box, which appears when saving an Illustrator file using the *Save As* command.



If you save Illustrator files without this box checked, or as Illustrator EPS, you will need to install the Ghostscript extension into the MediaPro *Importers* folder, in order for iView to catalog these file types. This extension can be found on the download page of iView's web site.

In **Illustrator 10 on Mac OS 9**, you will need to install the Ghostscript extension into the MediaPro *Importers* folder to view any file type

saved by Illustrator. MediaPro's *Rebuild Item* command will not improve the quality of Illustrator thumbnails.

Macromedia FreeHand

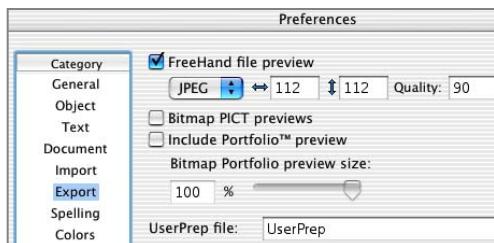
Covers v. 9.0, 10 and MX (11)

Macromedia's illustration program, FreeHand, embeds a small thumbnail when it saves files. These thumbnails are 112x112 pixels, in the color Bitmap PICT format.

Some FreeHand files may have been saved without a thumbnail or preview. As a result, these Freehand files will have this generic icon:



However, FreeHand has *Export Preferences* that will allow you to make sure a thumbnail is added. You can find these options under *Preferences* in the *Edit* menu (in the Application Menu on Mac).

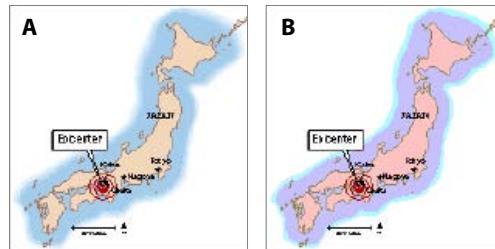


To get the best thumbnails, iView recommends checking the following options:

1. FreeHand file preview: When checked, FreeHand documents are saved with a preview embedded. The default is a 112x112 JPEG thumbnail. You can increase the width and height of this preview to ensure a larger image to display in Media View.

2. Include Portfolio preview: When checked, FreeHand documents include a thumbnail bitmap preview used by Extensis Portfolio for browsing. iView MediaPro will use this preview for display in Thumbnail View.

3: Checking the Bitmap PICT preview box may



A. FreeHand file preview

B. Thumbnail with Bitmap PICT preview option

cause a color shift and gradient banding to occur on CMYK documents. The benefit of checking this option is you are able to scale the size of your preview, which is valuable for very large documents.

MediaPro's *Rebuild Item* command will not improve the quality of these thumbnails.

For more information on these Export options, refer to the FreeHand Help documentation.

Adobe InDesign

Covers v. 2.0 and CS

By default, InDesign files contain a 128x128 pixel, color Bitmap PICT thumbnail of the first page of InDesign documents. This is an example of an InDesign thumbnail of this user manual:



MediaPro renders only the thumbnail Media View. MediaPro's *Rebuild Item* command will not improve the quality of InDesign thumbnails.

If your InDesign file does not have a thumbnail, you might need to check the *Save Document Preview Image* option in InDesign's *Preferences - File Handling* dialog.

Thumbnail quality and catalog size

This section explains how to reduce the file size of iView MediaPro photo catalogs, while improving the quality of your thumbnails. This can be particularly important for catalogs containing more than 10,000 items, as a catalog's file size can become very large.

Some applications, such as Adobe Photoshop, embed a small, low-quality thumbnail into the media file. Digital cameras do this as well. During import, MediaPro renders that pre-existing "built-in" thumbnail and stores it in the catalog file. Maintaining this default setting makes importing fast, but it also makes the largest catalogs.

To reduce the size of your catalog, set MediaPro preferences to render its own thumbnails. These thumbnails will be superior in quality and take up much less catalog space than the "built-in" thumbnails.

Use built-in thumbnails: The first place to start is to set MediaPro's *Preferences*. In the *Media-Images* panel make sure *Use built-in thumbnails* is not checked. Turning this option off will tell MediaPro to create a new thumbnail during import.

Because MediaPro needs to render the entire image in order to create a thumbnail, this will slow down the import process. If you have an existing catalog that used built-in thumbnails, then select the thumbnails and choose *Rebuild Item* in the Action menu. This can reduce the size of your catalog by 25 to 35 percent.

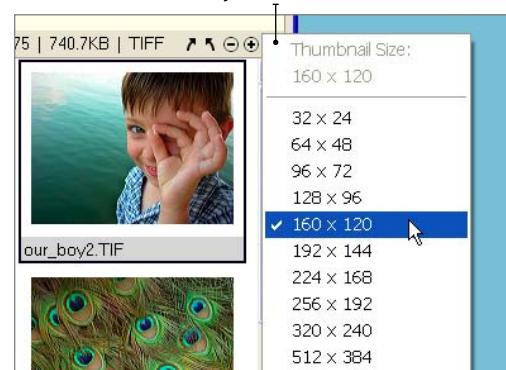
Ultimately, this ends up being a question of priority: catalog file size compared to time to create catalog.

For example, when you are using a laptop and wish to conserve battery power, you would want to use built-in thumbnails, which would make the import process much faster.

Catalog sizes will vary depending on the size of the original built-in thumbnail. Every digital camera and software program has a different methodology for creating and embedding thumbnails.

The time taken to catalog media will vary based on your computer's operating system and overall

Use the *Size* menu to adjust thumbnail size.



speed. It will also vary depending on the size of the original media file. For example, it will take longer for MediaPro to create a thumbnail of a 25 MB Photoshop file than it will for a 2 MB digital camera file.

Altering size of thumbnail: To further reduce the size of your photo catalog, you can choose a smaller size thumbnail. This can be done in the *Size* menu, located in the upper right hand corner of the catalog window.

JPEG thumbnail compression: In versions prior to 2.x, MediaPro had the option to apply JPEG compression to thumbnails. This feature is now automatically built-in.

By using JPEG compression for the display of media items in the *Thumbnail View*, iView catalogs are now even smaller. This does not prevent any earlier iView product from opening catalogs created by MediaPro 2.6.

 iView MediaPro 1.5 <ul style="list-style-type: none"> • 1,200 media items • 1.8GB media size • 128 px. thumbnails <p>Catalog size: 21.6MB</p>	 iView MediaPro 2.6 <ul style="list-style-type: none"> • 1,200 media items • 1.8GB media size • 128 px. thumbnails <p>Catalog size: 9.7MB</p>
---	--

MediaPro 2.6's built-in JPEG compression of thumbnails reduces catalog size by more than 50%.

Media View: Click Media tab to choose to this view



The **Zoom** tool lets you to increase or reduce the size of the image.

The **Size menu** modifies the display of the image in the Media View window.

The **Scroll bar** in this view scrolls the catalog, not the image. If the image is larger than your viewing area, your mouse will turn into a hand  which can move the image.

Media View

This view displays media files at full size, one at a time. Unlike other views, Media View is a real-time presentation of the original media files on screen. This means that MediaPro needs to have access to the file. If the file is not accessible, you will get an error message such as "File Not Found".

In Media View, you can play animations, movies, and sounds, or navigate inside a QT VR image in this view. Use the onscreen QuickTime controls to interact with movies, music and QT VR. You can also flip through the pages of a PDF or view the various layers of a Photoshop document using the *Pager* tool that appears in the Header bar.

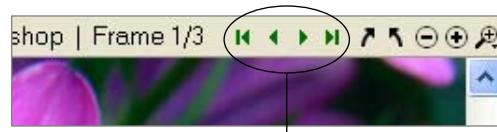
When an image doesn't fit entirely inside the window, the cursor changes to a hand. Use it to drag the image around.

You can use the Zoom buttons in the upper right side of the Header Bar to zoom in and out. To adjust the size of media display in this view, you can use the **Size menu**. Options include: *Actual Size*, *Scale to Fit*, *Fit Width*, *Fit Height*, *Pin Larger Side*, *Pin Smaller Side*, *Tile*, and a selection of percentages.

For large media files (above 30 megabytes), there



Playback media: Use the onscreen QuickTime controls to interact with movies, music and QT VR.



Pager Tool: When multi-layer or multi-page files are presented in this view, the Pager tool will appear in the Header Bar, so that you may look at different layers or pages.

can be a slight delay before the media appears on screen. The more powerful the computer, the less likelihood there is of a delay.

To print a particular layer or page within a composite file, go to the page or layer you wish to print and select *Rebuild Item* from the Action menu before printing. For movies and multi-page items, MediaPro only prints the frame assigned as an item's thumbnail.

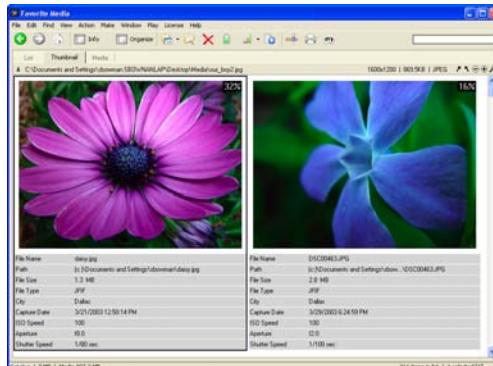
Customizing the appearance of a view

You can customize each view (List, Thumbnail and Media) by using the *View Options* palette. You can select which fields to display, as well as font style, text size, text and background color. The *View Options* dialog box can be accessed by choosing *Show View Options* from the Window menu or clicking on the *View Options* icon in the toolbar.

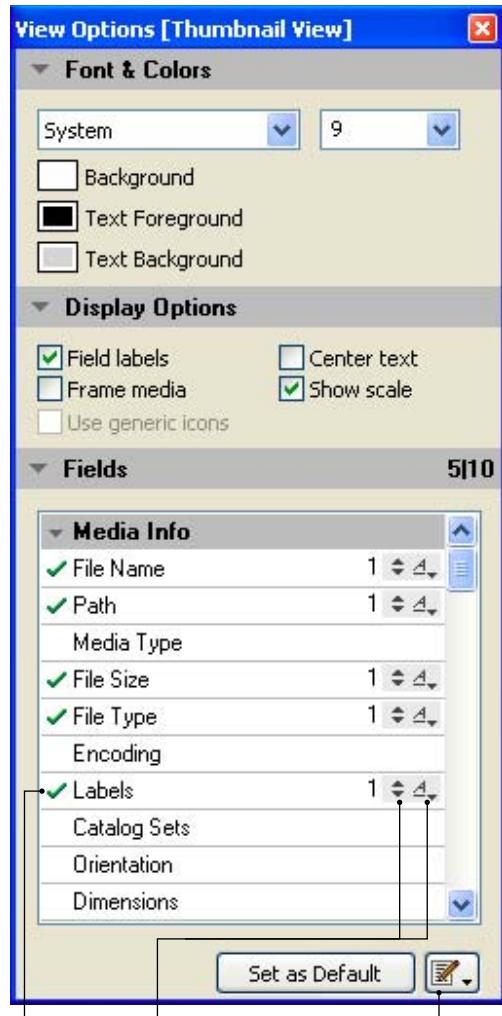
In addition to the display, these options also apply to printing and most export functions, such as the default HTML gallery theme.

Display Options: *Field labels* puts the name of the field next to the displayed text of that field. *Frame media* adds a one pixel border around thumbnails. *Use generic icons* will change a rendered icon to a generic icon in List View. *Center text* displays field info centered in Thumbnail and Media View. *Show scale* displays the percentage of a thumbnail in relationship to the full media size. Some options are not available in certain views.

Fields: To add or remove a field in a view, click its name in the field list area. You can change the size (or number of lines) and the font style for each individual field, by clicking the double arrow icon on any active field. A maximum of 10 fields can be displayed with each view. The order of fields displayed is determined by the order in which they are turned on in this dialog.



Example of a Thumbnail View which has been customized through *View Options* and the size menu. It has a thumbnail size of 320 pixels.



To adjust the number of lines used to display a field, click the up and down arrows. To adjust the font display, make a selection from the options in the font drop-down menu.

To make a field display in a view, place a checkmark next to the field name. Click the checkmark again to hide this field.

For repeat use of your settings, save them using the *Options* menu. Saved options can be recalled at any time and can be incorporated in AppleScripts (Mac). To make current settings the default for new catalogs, click *Save as Default*.

Playback of media

MediaPro can play a wealth of music, video and multimedia files. They can be played in any view, even slide shows.

To start playback, select the file you wish to play, and press the *Play* icon in the toolbar. Or, you can press the spacebar. To stop the playback, press the toolbar's *Play* icon or the spacebar.

In Media View, media files such as video, music, Flash and QTVR are displayed with QuickTime controls. You can use these controls to regulate playback and control volume. Or you can still use the toolbar's *Play* icon and the spacebar to start and stop playback.

One unique feature of MediaPro is that you can switch between List, Thumbnail and Media view while playing a file, without altering playback quality. Simply click the view tab to change views.

If MediaPro cannot play your file, define a media player application that is capable of playing the file and use it as a *Helper Application*. To learn more about defining *Helpers* and launching files with them, see page 70.

Playlist Mode

Playlist Mode enables you to play the files of a catalog in a continuous sequence. This feature is turned off by default. To turn it on or off, select *Playlist Mode* in the *Play* menu.

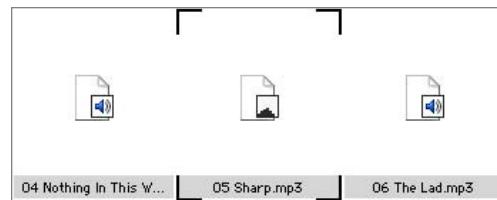
This feature is useful when you have a catalog of MP3 files that you want to listen to, or a sequence of video or still images that you want to watch. MediaPro will continuously play the files in your catalog in a loop until you tell it to stop.

To start a playlist, select the file you wish to begin with, and press the *Play* icon in the toolbar. Or, you can press the spacebar. To stop the playback, press the toolbar's *Play* icon or the spacebar.

Playlist Mode will also automatically advance through a catalog of images, which is particularly useful in Media View. This feature simulates a slide show, while allowing you to see information panels open alongside the images. You



Toolbar controls: Press the toolbar's *Play* icon to start or stop *Playlist Mode*, or to start and stop media playback in any view.



Playlist Mode: During playback, files being played are highlighted with black corners.



Media View playback: You can use the onscreen QuickTime controls to interact with movies, music, Flash and QTVR files.



List View playback: Though the icons are small, movies and music will play just fine in List View. Simply select a file and press the spacebar to start or stop the playback of any a file. You can also change views while the file is playing by clicking any of the view tabs.

can adjust the delay (short, medium and long) between images in *Stills Pause* section of the *Play* menu.

When *Playlist Mode* is turned off, media can still be played, however MediaPro will not advance to the next media item upon playback completion of a selected item.

Media Info and Annotations

The Info Panel

When a media file is created by a computer or digital device, information is embedded into the file to describe it. This information is called metadata, and is used by software programs to accurately understand the media file.

MediaPro uses the Info Panel to provide an instant look at the aggregate properties and metadata of a media file, such as file type, size, dimensions, resolution, caption, capture date and duration. Naturally, this information will change based on the media type.

You can edit and check the accuracy of information within this single user-configurable list with no need to remember to open multiple dialogs. The data inside the Info Panel is split into various sections. To show the data from one of these groups, click the arrow next to the section name.

Some files will have large amounts of information. To view all metadata, you can scroll down the panel, or you can hide various sections using the *List Configuration* menu (see figure right).

Media properties

Media Info: This section displays non-editable embedded media-related metadata. Some fields your computer assigns to a file, such as type, size, creation date and modification date.

Other fields display information based on the media type. For example, image files will display dimensions, resolution, bit-depth, color space and profile. Audio files display the type of encoding, length of the music, audio channels and data about the quality of the sound.

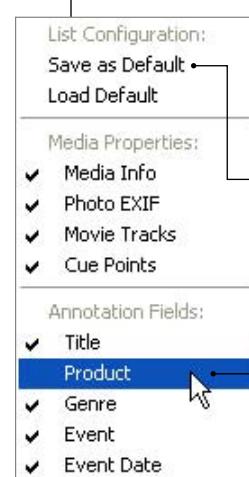
MediaPro also displays the size of text annotations, audio annotations and thumbnail associated with an item in this section.

Special, extended media-related metadata are displayed in their own section. They are:

Photo EXIF: For images created by digital cameras, the Info Panel will display special data (EXIF) that was captured and embedded in the photo



To add a group to the annotation groups Categories, Keywords and People, double-click the empty field and type the name of the new field.



List Configuration:
Use this drop-down menu to show or hide properties, annotations or groups.

Save as Default stores the current Info Panel configuration as the Default which can be loaded into existing or new catalogs.

To show or hide a field, select it in the menu. A checkmark indicates the field is shown.

file. This metadata includes the date and time a photo was taken (Capture Date), as well as camera-related information, such as shutter speed, aperture and exposure. GPS (Global Positioning System) information is also displayed in this section. Different cameras record different amounts of EXIF data. Only the EXIF data captured by your digital camera will be displayed here.

Cue Points (Audio and Video): Some audio or video media files contain markers, or cue points,

Info Panel: To show the Info Panel, click this button. To hide it, click the button again.

List Configuration menu

Use AutoFill to save/apply a group of annotations, keywords, categories and sets for repeat use.

Media information depends on the file type. The example at left shows a JPEG photo; the one below shows info for an MP3.

Media Info

Media Type	Image
File Type	JPEG
Encoding	Photo - JPEG
File Size	2.2 MB
Orientation	Default
Dimensions	2560 x 1920 pixels
Resolution	72 pixels/inch
Depth	24 bits
Compression	1:6
Color Space	RGB
Color Profile	-
Pages	1
Created	3/28/2002 5:42:30 PM
Modified	3/28/2002 5:42:30 PM
Archived	4/24/2004 9:45:06 AM
Annotated	-
Thumbnail Size	8720 bytes
Annotations Size	215 bytes
Recording Size	0 bytes
Maker	SONY
Model	CYBERSHOT

Photo EXIF

EXIF Vers.	1.2
Capture Date	3/14/2002 2:37:37 PM
Aperture	f8.0
Shutter Speed	1/500 sec
Exposure Bias	+0.0
Exposure Prg.	Program
Focal Length	9.7 mm

Caption

Side view of the Pyramid of Kukulkán at Chichén Itzá. Infrared effect applied as post process.

Info Panel: To show the Info Panel, click this button. To hide it, click the button again.

List Configuration menu

Use AutoFill to save/apply a group of annotations, keywords, categories and sets for repeat use.

Media information depends on the file type. The example at left shows a JPEG photo; the one below shows info for an MP3.

Media Info

Media Type	Audio
File Type	MP3
Encoding	ms
File Size	3.9 MB
Orientation	Default
Duration	00:04:15
Data Rate	15.6 KB/sec
Audio Channels	Stereo
Audio Rate	44100 Hz

Embedded metadata depends on the file type. The figure at left shows the info for a JPEG photograph. The example below shows the Movie Tracks for a QuickTime movie.

Movie Tracks

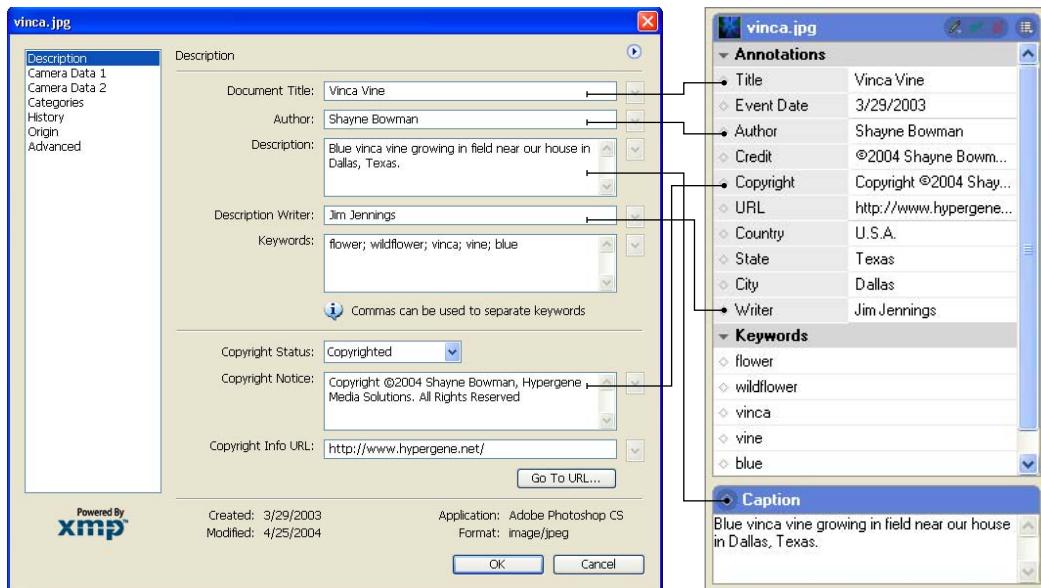
#2 Video
Encoding: Sorenson Video
Start Time: 00:00:00.0
Duration: 00:01:49.9
Data Size: 20.1 MB
Data Rate: 59.7 KB/sec
Frame Rate: 24 FPS

Annotations

Click arrow to expand and collapse data groups.

Resize the comments window by dragging this bar up and down.

Captions are descriptions of media, useful for additional explanation or thoughts. Captions embedded into files will automatically be shown here.



Adobe XMP: MediaPro can read annotations created by Adobe Photoshop CS, which uses the new XMP annotation standard. MediaPro can read these annotations in JPEG, TIFF, PNG and Photoshop file formats.

which define special time stamps in the file. For example, an audio file might have cue points that mark the chorus, bridge and solos of a song. MediaPro lists the name and time stamp for all cue points of an item in this section.

Movie Tracks (Audio and Video): Movie files usually contain two tracks of digital information: one for video and one for audio. However, movies can contain multiple video and audio tracks.

This section displays the type of encoding, start time, duration, data size, data rate and frame rate for each video track of the movie file. For audio files, which only contain one track, this section displays the type of encoding, start time, duration, data size and data rate.

Annotations

MediaPro supports a set of 19 pre-defined fields for annotating your media. This set (also known as IPTC fields) includes fields that enable you to define the author, event date, copyright and more.

IPTC stands for the International Press and Telecommunications Council. Since the late 1970s, the

IPTC has focused on developing industry standards for the interchange of news data. The IPTC annotation fields used by MediaPro comply with the standard set by this organization.

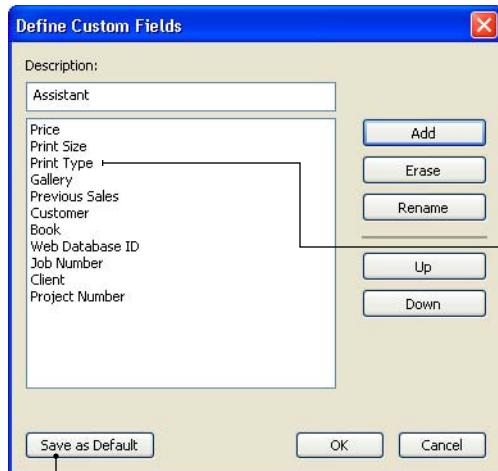
These fields are also part of Adobe's metadata standard called XMP (Extensible Metadata Platform). MediaPro can read XMP metadata in four image file types: JPEG, TIFF, PNG and Photoshop.

Creating or editing annotations in a MediaPro catalog does not affect the original files, unless you choose to synchronize the catalog items with the original files (see page 37).

Caption: The Info Panel also provides an area to write descriptions of media, useful for additional explanation or thoughts. Captions embedded into files will automatically be shown here.

QuickTime equivalent mapping: Some files such as MP3s or movies have QuickTime annotations embedded. These are mapped to annotation fields. For example, the *Author* annotation field is mapped to the *Artist* field of an MP3, *Product* to the *Album* name and *Title* to a song's *Full Name*. For more information on mapping, see page 95.

Define Custom Fields: MediaPro supports up to 16 custom fields. To add or remove custom fields choose *Define Custom Fields* in the Edit menu. These fields appear at the bottom of the *Annotations* group.



To make custom fields appear in all new catalogs, click *Save as Default*.

Annotation groups

People, Keywords, Categories are three groups useful for describing and organizing the content of your media. These groups are part of the IPTC and XMP annotation standards.

Catalog Sets displays all associated MediaPro sets to which an item belongs. Catalog sets are a free form, hierarchical method of organizing media files. For more information, see page 42.

Custom annotation fields

MediaPro also supports up to 16 custom annotation fields. These fields are useful for creating additional metadata associated with a specific project, client or storage location. To add or remove custom fields, choose *Define Custom Fields* in the Edit menu. These fields appear at the bottom of the Info Panel's *Annotations* group.

When you move media items between catalogs, custom fields are automatically adjusted between the catalogs. If two catalogs contain more than 16 unique custom fields, the first 16 fields alphabetically will be retained.

Annotations	
Author	Joe Vaughn
Copyright	Copyright 2004. Vaughn Im...
Country	U.S.A.
State	Texas
City	Dallas
Location	Farmer's Market
Price	\$250
Print Size	11x17
Print Type	Archival - 4-color
Gallery	Soho
Previous Sales	None
Customer	-
Book	-
Web Database...	-

Catalog Index	
Catalog Sets	
Price	
\$250	1
\$300	2
\$500	1
Print Size	
11x17	1
8x10	3

Once defined, *Custom Annotation Fields* can be used in various sorting and searching functions of MediaPro, such as the Catalog Index, Sort toolbar menu, View Options and Find dialog.



Annotating your media

All editable panels allow in-line editing of annotations, captions, keywords, and categories. To add information or edit a field, double-click the text box next to the field label and type in the annotation information.

Two icons at the top of the Info Panel assist in the editing of annotations:

- Save** modifications permanently. This option is always applied when selecting a different media item or closing the catalog.
- Discard** or clear modifications that you have made to annotations.

Adding or editing annotations in an MediaPro catalog does not affect the original files, unless you choose to synchronize the catalog items with the original files (see page 37).

Annotations can also be added to items using drag-and-drop to the Catalog Index section of the Organize Panel (see page 39).

AutoFill

MediaPro provides a function for saving a group of frequently used annotations and applying them to a media item.

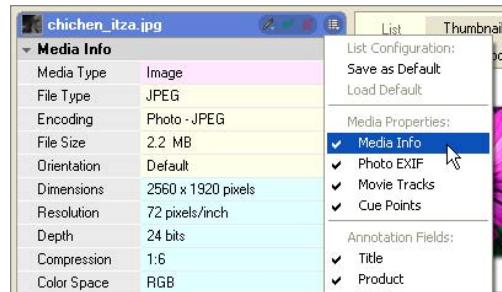
AutoFill is useful for applying a standard set annotations (such as *Author* and *Copyright*) or context specific annotations (such as *Location*, *Event Date* and *Product*) to one or more media files. *AutoFill* will apply *Annotations*, *People*, *Keywords* and *Categories* to each item selected in the catalog.

To create an AutoFill:

1. Select an item and enter data into all annotations fields you wish to save.
2. In the drop-down menu at the top of the Info Panel (Pencil icon), choose *Save as AutoFill*. Name your AutoFill in the dialog.

To apply an AutoFill:

1. Select an item or group of items.
2. In the drop-down menu at the top of the Info Panel (Pencil icon), choose one of the AutoFills in your menu.



Show or Hide Annotations: Use the Annotation drop-down menu to show or reveal annotations in the Info Panel. A checkmark indicates the field is shown.

◆ State	Yucatan
◆ City	Cancun

Discard Annotations: When you have added an annotation to a media item, a red diamond appears next to the field name. To clear the annotation field and start over, click the red diamond.

Annotations	
◆ Title	Got To Give It Up (Part 1)
◆ Product	Charlies Angels Soundtrack
◆ Author	Marvin Gaye

QuickTime equivalents: Some files such as MP3s or videos have QuickTime annotations embedded. These are mapped to IPTC fields. For example, the *Author* annotation field is mapped to the *Artist* field of an MP3, *Product* to the *Album Name* and *Title* to the *Song Name*.



AutoFill: Useful for saving a group of frequently used annotations and applying them to a media file.

3. Click the green checkmark icon to confirm (or red X icon to discard) the annotations.

Choosing *Remove AutoFill* will provide you with a dialog to remove your AutoFills from the drop-down menu.

Favorites

Favorites is an auto-completion feature that assists in typing annotation information. MediaPro adds any text entered in annotation fields to a handy drop-down menu for easy reuse relative to specific projects or recipients of your media files. You can use auto-completion to automatically assign entries to one or more annotations.

Any new annotation entered is added to a list of *Favorites* for that field. For example, the annotation fields *City*, *State* and *Country* each have their own *Favorites* list. When you type in an annotation field, the auto-completion feature reveals the nearest word in the *Favorites* list. When you leave that field, MediaPro automatically adds the new word to the list of favorites.

Favorites lists are saved globally and are accessible by every catalog you create.

You can browse through the list of *Favorites* from the drop-down menu, which becomes visible when the field is active. To add a word to the selected field, simply scroll through the menu and select a word. Notice that when you type a letter in the edit box, the drop-down menu displays the list at that point of the alphabetical list.

Modifying Favorites: *Favorites* lists are stored as separate text files inside the user-defined MediaPro *Plug-Ins - Favorites* folder (see page 3). You can use any text editor to edit these files. Each item in the list must be followed by a carriage return.

Locking Favorites: If you wish to preserve the *Favorites* list, allowing users to access to the *Favorites* list while restricting any new additions, you can lock the individual favorites files on your desktop. **Mac:** Select the file and choose *Get Info* in the File menu and enable the *Locked* option in the *General Information* panel. **Windows:** Select the file and choose *Properties* in the File menu. In the dialog, check the box *Read-only* under the *Attributes* section.

Language Favorites (Mac only): When you switch from one language to another, MediaPro recognizes the change, and creates a different set of Favorite files for each language. These files adopt

◆ Country	U.S.A.
◆ State	Tennessee
◆ City	Dallas

Favorites: Example of the auto-completion feature. The user has typed in "T" and Favorites filled in the rest.

◆ Country	U.S.A.
◆ State	Texas
◆ City	South Dakota
◆ Location	Tennessee
◆ Instructions	Texas
◆ Status	Utah
	Vermont

Favorites: Example of using the Favorites drop-down menu to fill in the annotation field.

the language field names for easy identification, and are located in the *Plug-Ins - Favorites* folder.

Batching annotations

MediaPro allows you to batch edit annotations for multiple media items, giving you complete control of the editing process.

A batch operation refers to a function that has been applied to a group of items. MediaPro has integrated batch capabilities with the core features of the application, including editing.

Selections: To batch edit items, you must begin by making your selection. There are several standard ways to select a group of files:

1. Select the first item and, holding down the Shift key, select the last item from your selection. This selects a block of items which can be batched.
2. Select individual items, holding down the Ctrl key (Mac: Cmd key), while making your selection. This method allows you to create a non-continuous selection in different areas of the catalog.
3. Block selection of disjointed cells. For example, to select 1-10 & 20-30: Click 1, Shift-click 10, Ctrl-click 20, Shift-click 30.
4. Expand the current selection by pressing the Shift and one of the arrow keys.

Batch Operations: Once you have made your selection, you can batch any operation by selecting

and applying the function, such as Rotate 90° Clockwise, to the group.

There are two ways to batch annotations:

1. Info Panel: Select the media items you want to include in your batch. Open the Info Panel and type your information into the desired annotations fields (e.g. caption, keyword or category), or you can use AutoFill. Then press the green checkmark button at the top of the Info Panel to confirm.

2. Organize Panel: Reveal the desired annotation group in the *Catalog Index* using the drop-down menu in the upper right hand corner of the panel. Expand the annotation group label (e.g. *Date Finder, Keywords*) to show available annotations.

Choose *Add Field* from the annotation group drop-down menu, and type in your new field information. Select a group of media items, then drag-and-drop them onto the new field.

Batch removing annotations

You can remove the annotation fields from selected media items by using the *Clear Annotations* command in the Action menu.

After selecting this command, a dialog appears asking if you want to *Clear All* annotations or *Choose Fields*. The latter button reveals the annotation fields attached to item(s), allowing you to select the particular field(s) to remove.

Annotation scripts

MediaPro offers some special annotation scripts in the Scripts - Annotate sub-menu:

- *Copy Photo Data to Clipboard* copies all EXIF photo metadata to the clipboard.
- *Import From PhotoDISC™* (Mac) annotates images in your front catalog, using text files located in your PhotoDISC™ CD-ROM.
- *Make Caption from Photo Data* copies all EXIF photo metadata into the Caption field.
- *Make Caption from Text Files* (Mac) searches for .txt files in the same folder as the original, and copies the contents into the caption field.



Clear Annotations (Action menu) reveals the annotation fields attached to item(s), allowing you to select the particular field(s) to remove.

- *Make Caption from Text Lines* (Mac) opens a text file and uses each line of the file as the caption for the selected items.
- *Make Event Date from Capture* copies the EXIF Capture Date into the Event Date of the Annotations pane.
- *Make Keywords from Folders* (Mac) enables you to add keywords to media files from folder names. The dialog provides the option of defining the level of folders in the path you would like to use for keywords.
- *Make Product from EXIF Data* (Mac) copies the EXIF Maker and Model fields and puts them into the Product field of the Annotations pane.

You can modify existing scripts or create and attach your own annotation scripts at any time. Simply write the script, then place it in the user-defined *Plug-ins - Scripts* folder (see page 3).

Modifying digital camera metadata

For photographs taken with digital cameras, the Info Panel will display special data (EXIF) that was captured and embedded in the media file. This data is not editable, with two exceptions:

- *Set Capture Date* (Action menu): Digital cameras record the date and time a photograph



Manage Color Profiles: (Action menu) When managing the profile of a single image, MediaPro will switch to Media view so that you can preview your changes.

This pull-down menu provides complete access to profiles defined by your operating system's color management technology (ICM - Windows; ColorSync - Mac.) To learn more about color profiles, see your system's help documentation.

is captured based on the internal clock of the camera. If this clock is not correct, the date and time can be reassigned using this function. This operation cannot be undone and applies only to images taken with digital cameras. You can also batch this operation by selecting multiple images.

- **Correct EXIF orientation:** This was previously an AppleScript that would rotate the thumbnails of all selected items to correct any values of the *Orientation* field written by your digital camera. This function is now done automatically during import.

Color profile management

MediaPro supports ICC color profiles for image files, in the JPEG, TIFF, PICT, PDF and Adobe Photoshop formats. This enables MediaPro to provide color profile management from input source and iView catalog, to proof and final printing.

Color profile matching in all views: MediaPro 1.5.x was able to display your images matched to a color profile within Media View. MediaPro now extends this functionality to Slide Shows, as well as the Thumbnail and List View providing you with color accurate display in all views.

To turn color profile matching off, uncheck the *Color Matching* box (ColorSync on Mac) in the *Images* section of the *Preferences* dialog box.

Manage Color Profile: The *Manage Color Profile*

Color Profile		
Color LCD	2	
ColorMatch RGB	1	
SPR200 Photo Quality IJP	1	
sRGB IEC61966-2.1	29	

Catalog Index: You can sort catalogs based on Color Profiles by using the Catalog Index. The Color Profile section is read-only and does not support drag-and-drop assignment of profiles.

function (Action menu) allows you to embed RGB and CMYK color profiles for individual files using profiles defined by your operating system's color management technology (ICM on Windows; ColorSync on Mac). When the dialog launches, MediaPro displays the image in Media View, allowing you to preview the application of various color profiles. You can also remove profiles in this dialog.

If this menu option is not available, it means you need to turn on Color Matching (Mac: ColorSync) in the *Preferences - Media - Images* dialog.

Batch Color Profile embedding: MediaPro allows you to batch embed color profiles to multiple files. To batch items, select a group of images, then select *Manage Color Profile* in the Action menu. You can embed a color profile based on the color space of the image (RGB, CMYK, Grayscale). This prevents you from embedding an inappropriate profile that could potentially ruin the image.

Sample colors

iView MediaPro offers the ability to identify media (images, movies, etc) by a single color, called a *Sample Color*. This is useful when searching for images of a specific color or tone.

A sample color is automatically generated when the media is imported, based on the dominant color of the image. However, you can set the sample color of the selected media items with the *Set Sample Color* option in the Action menu. Use the color picker to choose a sample color.

Sample colors can be viewed and modified in the *Catalog Index* window of the Organize Panel. You can switch the sample color of an image in the *Catalog Index* by dragging the image onto one of the colors in the *Sample Color* list.

Sample Color	
	R:60 G:40 B:00 1
	R:60 G:60 B:20 1
	R:60 G:60 B:90 1
	R:60 G:90 B:40 2
	R:60 G:90 B:90 1
	R:60 G:90 B:80 2
	R:00 G:20 B:00 1
	R:00 G:00 B:00 1

Catalog Index: You can sort catalogs based on Color Samples by using the Catalog Index. The Sample Colors fields support drag-and-drop assignment.

Color picker:
You can set the sample color of selected media items with the *Set Sample Color* option in the Action menu. Use the color picker pop-up dialog to define a *Sample Color*.



Voice annotations

Voice annotations are short audio recordings embedded in media files. Some digital cameras and other image capturing devices allow you to save voice comments with a picture.



Voice annotation
toolbar icon and
drop-down menu.

To listen to audio annotations, select an item in your catalog and press the spacebar, or choose *Listen* in the Voice annotation drop-down menu of the catalog toolbar.

The drop-down menu allows you to record up to 30 seconds of voice annotation. This voice annotation is stored in the MediaPro catalog. You can also attach a separate sound file with the Import option. This tool also allows you to remove a voice annotation. The compression ratio for voice annotations can also be adjusted in this menu.

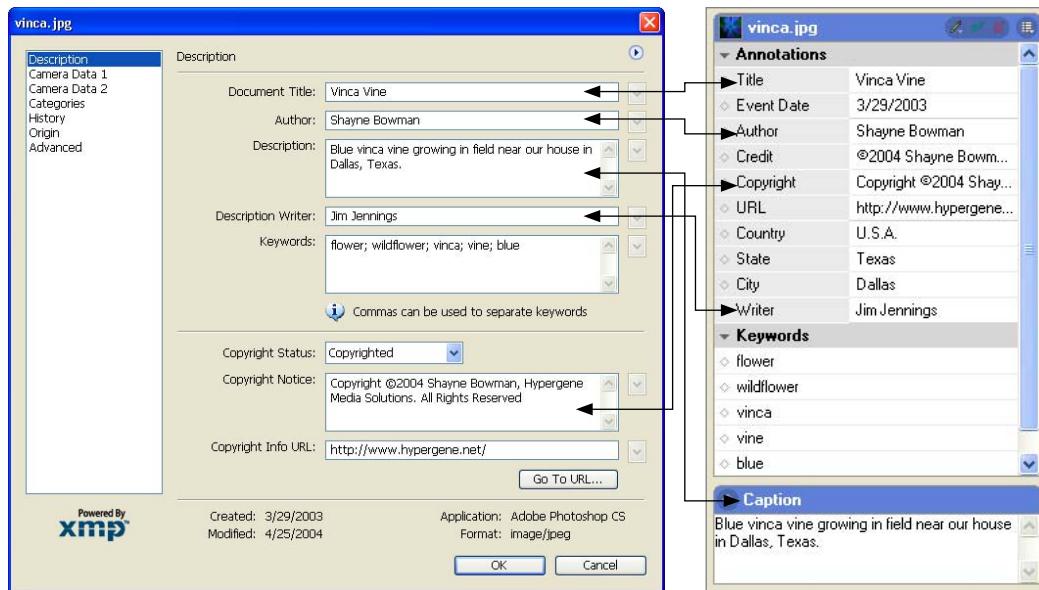
Voice annotations can be used in slide show presentations. This feature is enabled by default. To disable it, uncheck *Play voice annotations* in the Slide Show options.

Export Voice Annotations (Make menu): This feature saves an embedded audio annotation as a separate file (in the .AIFF format). In previous versions of MediaPro, this function was in the Annotations submenu of the Action menu.

Record voice annotation dialog



Stop Record Play: use to review recorded annotation before saving.



Sync: If you create annotations in MediaPro and export them to the original files, other applications such as Adobe Photoshop can read the metadata. Conversely, annotations added in Photoshop can be imported by MediaPro.

Sync annotations

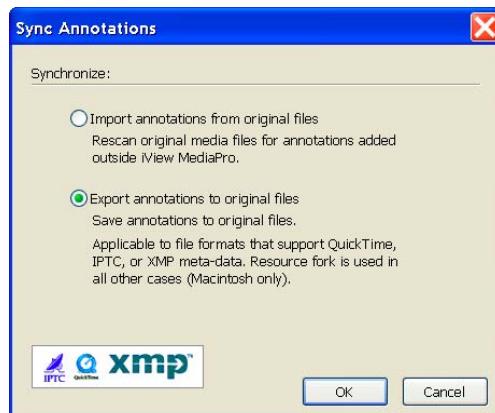
Adding annotation information to media items in a MediaPro catalog does not embed annotations into the original file. The annotations only exist in the catalog.

To write or embed annotations into a file, use the *Sync Annotations* function in the Action menu. This command allows you to embed annotation information from the catalog into the original files. It also allows you to import annotations, by rescanning files for metadata added outside MediaPro with another application.

The synchronizing function only applies to annotations that are part of the IPTC, QuickTime or XMP metadata standards.

This function is particularly useful, as MediaPro allows you to view, classify and batch annotate a large number of media items and then export the changes to the original files, saving hours of time opening and editing individual files. It is also useful for updating annotations that have been modified by applications outside MediaPro.

Annotations that have been written into the file



Sync Annotations: With this function, you can export (or write) annotations from catalog to original files. You can also import annotations from original files.

can be read by other applications that can read the IPTC, QuickTime or XMP metadata standards, such as Photoshop or GraphicConverter.

MediaPro supports the export of XMP metadata to JPEG, TIFF and Photoshop formats only.

Synchronizing cannot be undone.

Organizing Catalogs

Moving media in catalogs

To rearrange items in a catalog, click and drag them to where you want and drop them. You can drag single items or groups of items.



When dragging items to a new location, a black bar appears in the location where the files will be placed.

In previous versions of MediaPro, you could rearrange media files using the *Move Items* function in the toolbar. This feature has now been moved to the View menu. Moving functions are also accessible in the View sub-menus of the contextual menu.

This feature enables you to move media items to the top, or bottom of a catalog. You can also move an item or group of items to a specific location within the catalog.

When you choose the *Move to Location* function, the cursor will turn into a crosshair. At this point, use the scroll bars to go to any location in the catalog, then place the crosshairs at the desired location and click. Your media items will drop into the new location. This feature is particularly useful for moving files in catalog with a large number of files, most of which are not visible in the viewing area.

Move Again will repeat the last move made in the catalog, whether it be to the top, bottom, location or a manual drag-and-drop.

The Organize Panel consists of two windows: Catalog Index and Catalog Folders. The Catalog Index window on the left shows a hierarchical list of catalog sets and their contents. The 'Catalog Sets' section includes 'Favorite Photos' (containing 'Horses', 'Peacock', 'Great Dane', 'Insects', 'Family', and 'Flowers') and 'Animals' (containing 'Horses', 'Peacock', 'Great Dane', 'Insects', 'Family', and 'Flowers'). The 'Date Finder' section shows '1999', '2000' (selected), and 'July' (selected). The 'File Type' section shows 'Wednesday 19', 'Friday 21', and 'Saturday 22'. The 'Event' and 'Keywords' sections are also listed. The Catalog Folders window on the right shows a hierarchical list of folder contents on the C: drive. 'My Hard Drive (C:)' contains 'Documents and Set...', 'sbowman...', 'Desktop' (containing 'Media' with a value of 49), 'WINDOWS', and 'Fonts' (containing 'Media' with a value of 1).

The **Organize Panel** has two windows: Catalog Index and Catalog Folders. To show/hide this panel, click the interface button. Drag the divider to alter the size of the two windows.

The Organize Panel

The Organize Panel has two windows: Catalog Index and Catalog Folders. To show or hide the Organize panel, click the interface button.

Catalog Index

The Catalog Index is good for global searches or groupings, allowing a quick comparison across hundreds of files, often revealing annotation inconsistencies among a large number of files. By viewing your media from a global rather than individual perspective, you ensure the standardization and accuracy of annotations across your media.

The Catalog Index lists all annotations or tags present in the catalog. By dragging media items and dropping them on the existing data values, you can assign these values to the multiple media items. This significantly speeds up and simplifies the annotation process.

The Catalog Index has two types of groups. Read-only groups, such as *File Type* and *Import Device* are attributes that are automatically read by MediaPro and cannot be reassigned. Annotation groups, such as *Date Finder* or *Keywords*, are used to categorize the media and can be changed at any time.

Use the *Catalog Index* configuration menu to show/hide various media attributes and annotations. To expand a field, click the arrow next to its name.

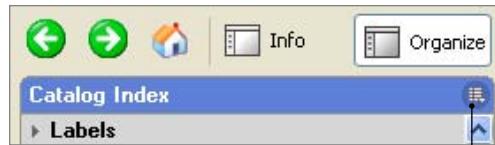
The *Catalog Index* has three sections:

Quick Organizer section

Labels: Use this group to show files with a color label, which is used as a visual identification and classification of catalog items (see page 48).

Sets: Catalog sets are a free form, hierarchical method of organizing media files. You can use sets to organize playlists, photo albums, projects or work assignments (see page 42).

Date Finder: When files are added to your catalog, MediaPro searches for dates already embedded in the media. In this order, it looks for the Event Date (IPTC), then the digital camera



Catalog Index configuration menu: Use this menu to show/hide various media attributes and annotations that you can use for sorting and organizing items.

File Type	
	Animated GIF 1
	JFIF 37
	MP3 2
	MPEG 1
	Photoshop 2
	QuickTime Movie 2
	TIFF 4
	TrueType Font 1
Import Device	
	OLYMPUS OPTICAL CO., LTD... 34
	SONY CYBERSHOT 2
	TOSHIBA PDRM70 2
	NIKON E5400 4

Read-only groups: These fields show embedded media attributes that are automatically read by MediaPro and cannot be reassigned.

Date Finder	
	1999
	2000
	2001
	March 2
	Thursday 22
	April 1
	Sunday 1
	May 1
	Tuesday 22
	June 1

Annotation groups - Date Finder: When files are added to your catalog, MediaPro searches for dates embedded in your media.

Capture Date (EXIF), then the File Creation Date. If a file has all three, MediaPro will use the Event Date as primary date for display in this list.

You can adjust the date assigned to a file by drag-and-dropping the file onto a different date field. This assigns the new date to the IPTC Event Date and does not alter the Capture Date or File Creation Date for the media file.

The digital camera (EXIF) Capture Date can be reassigned using the *Set Capture Date* option in the Action menu. This operation cannot be undone and applies only to images taken with digital cameras.

If the date you want isn't available in the list, use the annotation field drop-down menu to add a new date. This drop-down menu also provides you with option to remove a date from the list. Removing a date will not only delete the date, but all associated files from the catalog.

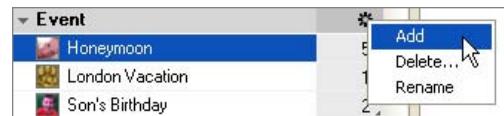
Media Organizer section

File Type (read-only): Shows a list of all media sorted by the file format, such as TIFF, JPEG, MPEG, MP3, etc.

Import Devices (read-only): This list categorizes media by the digital device that created the file. Digital cameras and some scanners record this information in every image they capture (EXIF metadata). Media items that do not have a device assigned will not be represented in this list.

Color Profiles (read-only): Displays media based on the color profile embedded in the media file. Media items that do not have a color profile assigned will not be represented in this list. Color profiles can only be assigned to files using the *Manage Color Profile* option in the Action menu, and cannot be assigned through drag-and-drop to the Catalog Index.

Sample Color: A sample color is generated when the media is imported, based on the dominant color of the image. To change a media item's sample color, you can choose *Set Sample Color* from the Action menu, or you can drag-and-drop the item onto any sample color in this list.



Add a field: Select an annotation group, such as Events, then choose *Add* from the group's drop-down menu.



Auto-completion: MediaPro remembers the fields for each group you've ever created. As you write the name of a new field, the auto-completion feature assists in typing. All new names are added to each group's drop-down menu, called Favorites, for easy reuse.

Annotation Organizer section

These fields give you an alternative way to assign metadata organization to your media files, as opposed to entering this data in the Info Panel.

These fields in the *Catalog Index* are all part of the IPTC/XMP and QuickTime standards. They are: *Product, Genre, Event, Status, Author, Credit, Source, Transmission, Copyright, Country, State, City, Location, People, Keywords* and *Categories*. Custom annotation fields also appear here.

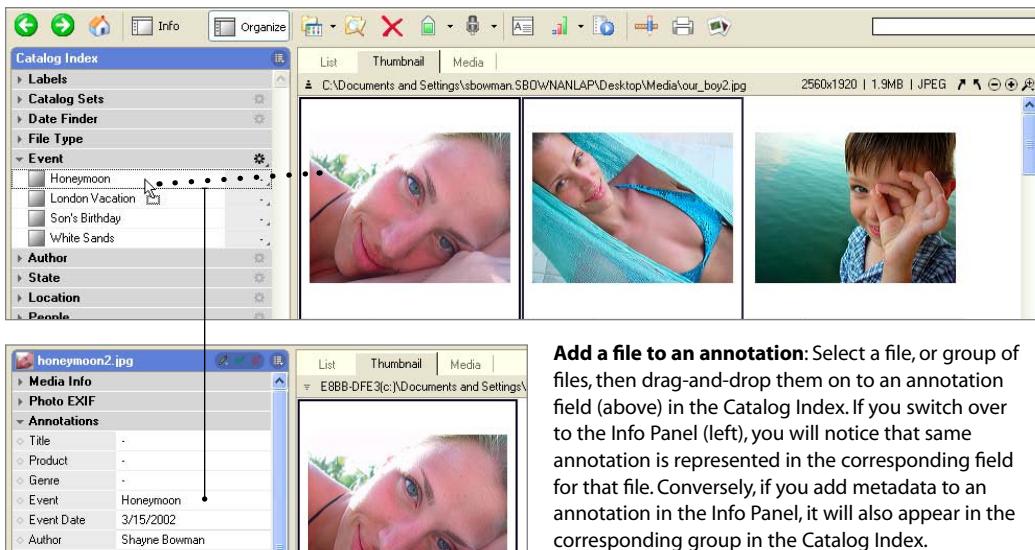
Instead of assigning these annotations in the Info Panel, you can create an annotation field in any of these groups, then drag-and-drop media on the field name and the annotation will be assigned to the item. This significantly speeds up and simplifies the annotation process.

If you switch over to the Info Panel, you will notice that same annotation is represented in the corresponding annotation field.

Conversely, if you add metadata to an annotation in the Info Panel, it will also appear in the corresponding group in the *Catalog Index*.

Working with annotations groups

Open/close an annotation group: Click the field label of the group.



Add a file to an annotation: Select a file, or group of files, then drag-and-drop them on to an annotation field (above) in the Catalog Index. If you switch over to the Info Panel (left), you will notice that same annotation is represented in the corresponding field for that file. Conversely, if you add metadata to an annotation in the Info Panel, it will also appear in the corresponding group in the Catalog Index.

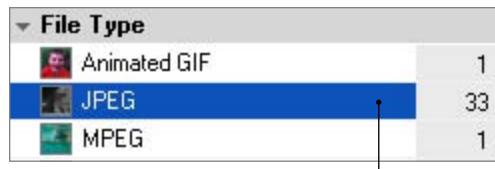
Add an annotation field: Select an annotation group, such as *Events*, then choose *Add* from the group's pull down menu. Type the name of your annotation field. MediaPro's *Favorites* auto-completion feature will assist you in typing the field name. All new names are stored in the drop-down menu for easy reuse.

Add an item to an annotation: Select an item, or group of items, then drag-and-drop them on to an annotation field. Associating an item with an annotation in a catalog does not affect the original file.

Remove an item from an annotation: Click an annotation field, showing only those files associated to it. Select a file, or group of files, and press the *Delete* key. A dialog will ask if you want to remove this file from the annotation group or the entire catalog. If you switch over to the Info Panel, you will notice that the same annotation has been removed from the corresponding annotation field.

Locating media by fields

Once you have assigned media to various annotation groups, you can now filter the catalog using the *Catalog Index*.



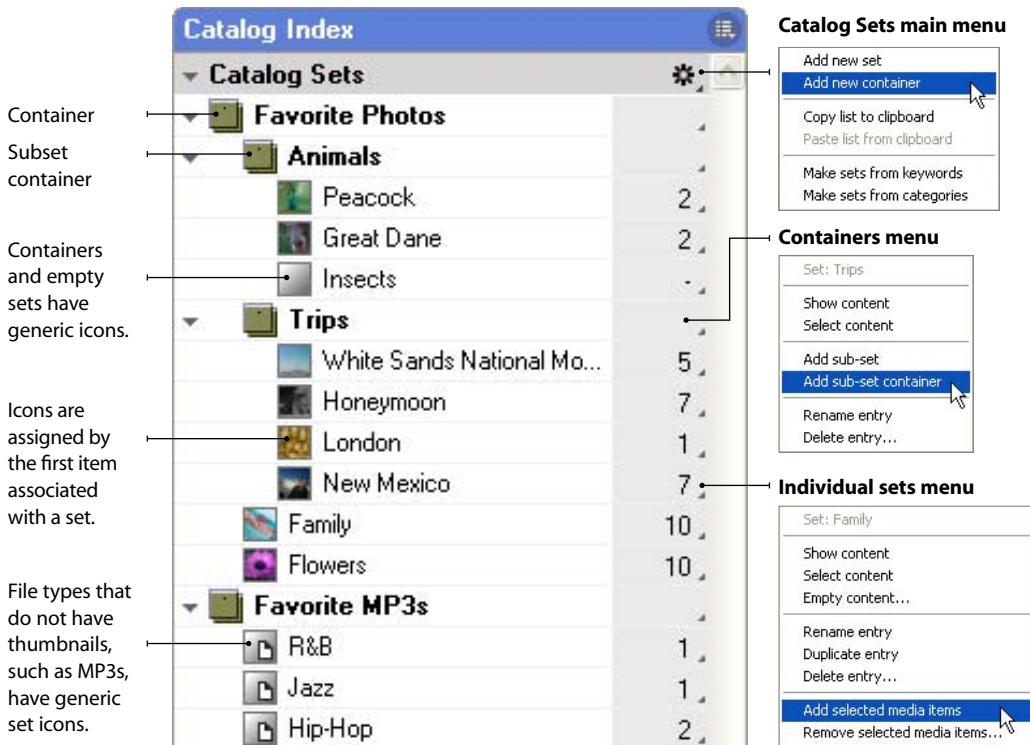
Locating media by metadata: To find items that are associated with an annotation or attribute, click the field label in the Catalog Index.



Restoring the catalog: After you sort a catalog, use the *Show All Items* icon in your toolbar to reveal hidden items.

To find files that match an attribute (date, file type) or annotation (events, locations, etc.), click the field label in the *Catalog Index* and the corresponding files appear in the active view. This will hide all files that do not match that annotation or attribute. This is useful for finding a particular group of files which can now be batch processed, exported, reorganized or printed.

After you have found your files, use *Show All* in the *Find* menu to reveal all the hidden files in your catalog. You can also use the *Show All Items* icon in your toolbar to show all files.



Catalog Sets

Catalog sets are a free form, hierarchical method of organizing media files. You can use sets to organize playlists, photo albums, work assignments or to create a complex system of categorization.

Sets can be used to quickly display sub-groups of items in a catalog, and to maintain their order, even after items within the sets have been moved or sorted. These catalog sub-groups can then be used in export functions such as slide show presentations, quick searches, classifications, printing, and Web pages.

Any media item can belong to more than one set, allowing catalogs to be logically organized into sets for different projects, clients or themes, without confusing the overall annotation or classification of files in the catalog.

Sets can be reordered to change the hierarchy of an individual set within the group of sets.

In previous versions of MediaPro, all sets were

the same, and could be shifted or reordered in a hierarchy. MediaPro now has a new type of set called *containers*. Sets can no longer be hierarchical to each other. Sets must be grouped by a container, or sub-container.

View sets: Open the *Organize Panel* by clicking the interface button. Sets are located in the Catalog Index.

Create a set by selecting *Add new set* from the sets main drop-down menu. To create a container, select *Add new container* from the same menu.

Add media items to a set: There are three ways to add items to a set.

1. Drag-and-drop one or more media items from the catalog's active window to the set name.
2. Select an item and choose *Add to Set* from the Action menu. In the pop-up dialog, either choose an existing set, or create a new set.
3. Select an item, and choose *Add selected items* from the set's drop-down menu.

When you add media items to, or remove them from a set, the set counter to the right of the set name automatically updates.

Remove items from sets: Click the set name to show only associated set items in the active view. Select the items you wish to remove from the set and press the *Delete* key. A dialog will prompt you to choose whether you want to remove the item from the set or the catalog. If you remove the item from the set, it still remains in the main catalog.

You can also remove items from sets by selecting *Empty Content* in each set's menu.

Display a set: Click the set name in the *Organize Panel*. This displays the items of the selected set in the active view, hiding all other files in the catalog. Use the *Show All* function in the *Find* menu to reverse this feature, revealing all hidden files. You can also use the *Show All Items* toolbar icon to reveal hidden files.

Once you have displayed a set in the active view, you can easily perform batch commands or export functions without affecting the rest of the catalog.

Display a group of sets: Click the container or subcontainer name. This will display all items associated with all sets in the container.

You can also display a group of sets by clicking each set name and holding down the *Ctrl* key (Mac: *Cmd* key).

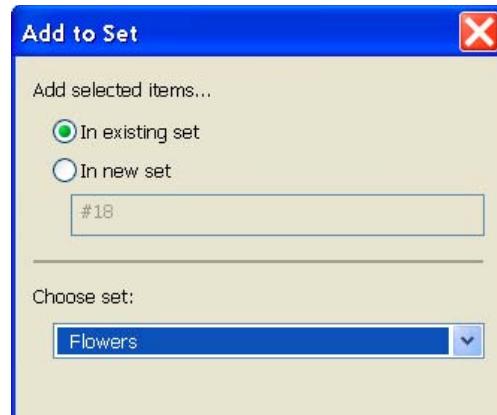
Select set items: To select all media items associated with a set, choose *Select Set Items* in a set's drop-down menu. This is useful for selecting items without having to first display the set.

Copy sets from one catalog to another: In the catalog sets main menu, choose *Copy list to clipboard*. Switch to the catalog to which you want to apply the sets and select *Paste list from clipboard* in the sets main menu.

Set associations do not stay with a media item when you copy media files from one catalog to another, nor when you merge one catalog with another. Sets cannot be synchronized (written) into the original file.

 New Mexico	7
 Family	10
 Flowers	10
 Favorite MP3s	
 R&B	1

Add files to a set: Select a file, or group of media files, and drag-and-drop them from the catalog's active window to the set name.



Add to Set dialog: Select a file, or group of media files, and select *Add to Set* in the Action menu. In this dialog, you add the selected items to an existing set, or create a new set.

 Animals	
 Horses	1
 Peacock	2
 Great Dane	2
 Insects	2
 Trips	

Reorder sets: Sets can be shifted around to change the level or relative position of an individual set within the group of sets.



Restoring the catalog: After you sort a catalog using sets, use *Show All* in the *Find* menu to show all the items in your catalog. You can also use the *Show All Items* icon in your toolbar to show all items.

Organizing original files

iView MediaPro includes features to modify your original media files in order to make them better organized on your computer.

Rename: To change a file name, click the name, wait a moment, and then start typing.

Batch Rename: This command (Action menu) renames all selected catalog items, as well as the corresponding original files. This operation is irreversible. In this dialog box, you have four panel options from the pull-down menu:

- **Incremental:** Specify a naming and numbering sequence for renaming your files. For example: Photo1, Photo2, etc. Together with the *Show Duplicates* feature, this is good for imports of images from digital cameras which often use repeated file names that can conflict with earlier imported images. *Zero pad increments* will number files: 001, 002, etc.

- **Replace String:** Specify a string such as "DSC00" (common to digital cameras) and replace it with your text, i.e. "Photo".

- **Add String:** Good for adding or changing file name extensions. Begin by selecting files of a particular type. In the *Add String* panel, add the file extension (.jpg, .gif) in the text box and chose the *Trailing* option.

- **Convert:** Useful for changing the text case to all lower or all UPPER. On Macs, this function can strip file extensions (such as .jpg) and also remove diacritical marks such as accents.

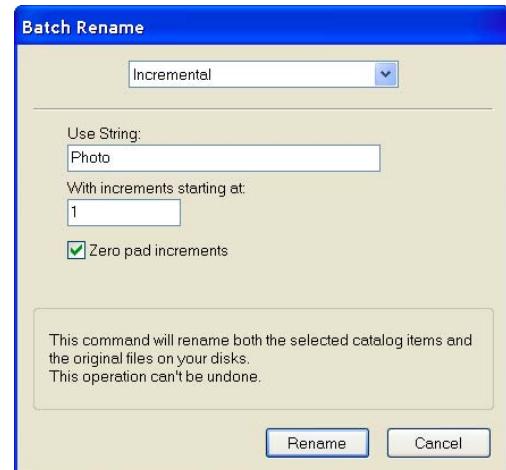
Rename using EXIF Date (Scripts - Files menu):

This script will rename original files of all selected items using values in the EXIF Capture Date field.

Rename using Text File (Scripts - Files menu): This script opens a text file and uses each line of the file as a new name for the selected items.

Move to Recycle Bin (Toolbar): Removes selected files from the catalog and moves the originals to the Recycle Bin. MediaPro does not empty the Recycle Bin. If you change your mind, you can always open the Recycle Bin and move files back to their original location.

Transfer to Folder (Action menu): Gives you



Batch Rename (Action menu) Incremental panel.



Batch Rename (Action menu) Replace String panel.

three options for copying and moving files.

- **Move files:** Moves media files to a new folder, deleting original files. Catalog items will refer to the new files in the new folder.

- **Copy files:** Copies media files to a new folder, keeping the original files. Catalog items will refer to the files in the new folder.

- **Duplicate files:** Copies media files to a new folder. Catalog items and referenced files will remain unchanged.

Folders Panel (Catalog Index). Drag-and-drop any file from your catalog onto a folder in the Folders Panel. This moves the location of a file to a different folder on your computer. The path to the file is automatically updated in the catalog.

Finder Properties (Mac only) - Action and AppleScript menu): These commands allow you

to manipulate various attributes of files that determine how the Finder displays and opens them, as well as the accessibility or visibility of files by other users.

In the Action menu (Mac only)

- **Set Creator:** For changing the 4-character file creator that the media file is associated with. For example, it's useful for changing files with QuickTime creator to a Photoshop creator. This will allow you to double-click the files and open them with Photoshop.
- **Desktop icons:** For easy identification of files within the application or in the Finder, this will replace generic desktop icons with image icons of original files.
- **Media Thumbnails** exports and embeds a small thumbnail into original referenced files outside the catalog. This preview can be read by a number of media editing applications which use built-in thumbnails in their opening dialog for quick identification.
- **Lock Status** will lock or unlock files in the Finder.
- **Delete Resource Fork** will remove the resource fork, which can contain thumbnails, icons and various metadata, from a media file.

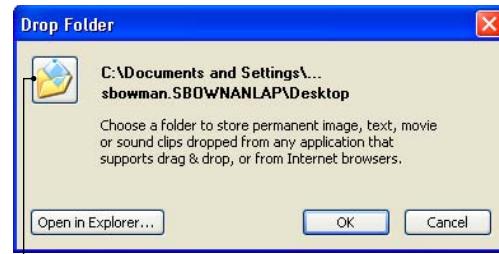
In the AppleScript-Files menu (Mac only)

- **Set File Comment** will save the Caption field inside the file's comment field, visible in the Finder and the *Get Info* window of original files. When the operating system indexes your files on the desktop, your media file captions will now be part of your Sherlock search index.
- **Set File Label** (OS 9 only) will set the label of files in the Finder using the label marking ID set in catalog.

Drop Folder (Edit menu): MediaPro can be used with other applications to temporarily or permanently store image, text, movie or sound clips, dropped from any application that supports drag-and-drop. For example, if you drag an image from a web page in Internet Explorer and drop it onto a MediaPro catalog, the file will be stored in the desktop *Drop Folder*.



Finder Properties (Mac OS X): A media file's Finder info, with comments and icon created by MediaPro.



Drop Folder: Click button to choose a drop folder.

The chosen *Drop Folder* preference is saved with each catalog, so that you can assign a different *Drop Folder* to each catalog.

Version Control (Image Editor): This is useful both for individuals and small work groups to browse and track different versions of the same files. This is particularly useful as a backup as well as for reverting to different versions. (See section on Version Control, page 83).

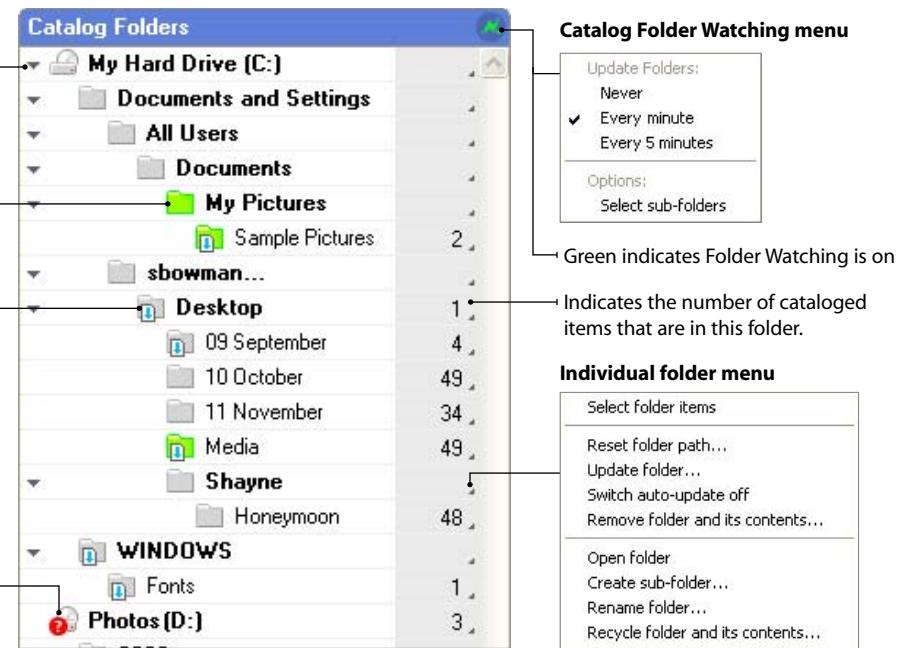
Folders Panel: Click Organize interface button to show/hide this panel (Window menu).

To expand all folders, Alt+Click (Mac: Option+Click) on the volume arrow.

Green folders indicate auto-update is on.

Blue arrows indicate that new, uncataloged items are in this folder. Select *Update Folder* to add new items.

Indicates that the volume is not available.



Catalog Folders

MediaPro offers advanced folder management to enhance your workflow and provide direct control over your file system. Catalog Folders is a section of the Organize Panel, which can be shown by clicking the Organize interface button.

Folder watching

Catalog-wide folder watching can be enabled to monitor folders which contain media within your catalog. To enable folder watching, select an option from the catalog folder watching menu — either update folders *Every minute* or *Every 5 minutes*.

When new media items are added to any folder, MediaPro alerts you to the new content (shown by a blue arrow on the folder icon). You can then choose to import these new files directly to your catalog by selecting *Update Folder* from the individual folder's drop-down menu.

To turn off folder watching, select *Never* from the catalog folder watching menu.

Auto-update folder watching

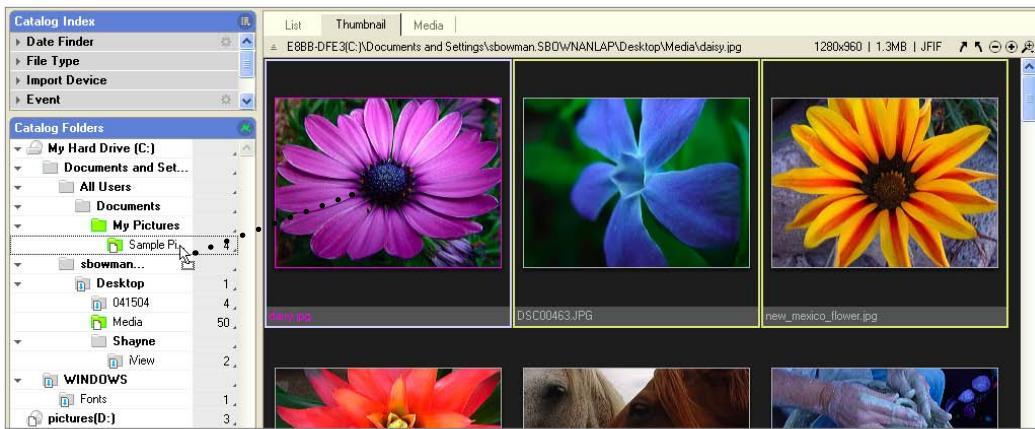
Auto-update takes folder watching to the next level by automatically importing from selected folders when new media are added.

To enable this feature, select *Switch auto-update on* in the drop-down menu of the folder that you want to be constantly monitored. Once new media is added to that folder, MediaPro will automatically import those items into to your catalog. Auto-update folders are designated green.

Additional folder functions

Remove folder and its contents: This function in the folder drop-down menu removes a folder and its contents from the catalog but not from the hard drive.

Reset folder path: This folder drop-down menu feature is useful if you have moved a folder of files to a new location but the catalog still thinks it resides in the old location. This command is much faster than the *Reset Paths* command in the Find



To move one or more files to a different folder on your desktop, drag-and-drop the file onto a folder icon in the Catalog Folders section of the Organize Panel. This operation cannot be undone.

menu, but assumes that the contents of the folder in question have not been reorganized.

Display contents of a folder: Click the folder name. This displays the items of the selected folder in the active view, hiding all other files in the catalog. Use the *Show All* function in the Find menu to reverse this feature, revealing all hidden items. You can also use the *Show All Items* toolbar icon. Once you have displayed a folder in the active view, you can easily perform batch commands or export functions without affecting the rest of the catalog.

Display a group of folders: Click a high-level folder or subfolder name. This will display all items associated with the high-level folder and subfolders. Alternatively, you can display a group of folders by clicking each folder name and holding down the Ctrl key (Mac: Cmd key).

Select folder items: To select all media items associated with a folder, choose *Select Folder Items* in a folder's drop-down menu. This is useful for selecting items without having to first display the folder's contents.

Direct folder manipulation

MediaPro also offers several features that enable you to directly use system file operations. Most of these functions cannot be undone, as they directly

manipulate files and folders on the desktop.

- *Open Folder* reveals folders and its contents in the desktop.
- *Create sub-folder* will create a new folder on the desktop. You can name it from the Catalog Folders section.
- *Rename folder* enables you to rename a folder on the desktop.
- *Recycle folder and its contents* removes files and folders from the catalog and hard disk. This feature moves files and folders to the desktop Recycle Bin, but does not empty it.
- *Move files directly around the file system from within the catalog*. To move a file to a different folder on your computer, drag-and-drop the file onto a folder icon in the Catalog Folders section. The media files will be physically moved to the folder selected.
- *Transfer To Folder* (Action menu) gives you three options for copying and moving files: *Move files*: Moves media files to a new folder, deleting original files. Catalog items will refer to the new files in the new folder. *Copy files*: Copies media files to a new folder, keeping the original files. Catalog items will refer to the files in the new folder. *Duplicate files*: Copies media files to a new folder. Catalog items and referenced files will remain unchanged.

Media labelling & marking

Color labels provide a visual identification and classification of media items.

Labels are also useful as a means of permanent selection. After you label your items, you can quickly select them or show them using the *Show Labelled* command (Find menu).

Once a label color has been assigned to an item, the text associated with that media (i.e. file name) will appear in that color in all views.

Assign a label

Once you have selected one or more items, you can add a label three ways:

1. Choosing a color from the *Assign Label* drop-down menu in the toolbar (see figure), or in the contextual menu.
2. Pressing a number key (1 through 9). This will apply the associated color (e.g. 1 = Red).
3. Drag-and-drop items onto the *Labels* sections of the Catalog Index.

Remove labels

Select one or more items and:

1. Choose *Remove Label* from the *Assign Label* drop-down menu in the toolbar, or from the contextual menu in any view.
2. Select an item and press the number zero (0).

Show files associated with a label

Select one or more items and:

1. Click a color label in the *Labels* sections of the Catalog Index.
2. Select the color label from the *Show Labelled* sub-menu of the Find menu. Labelled files can also be sorted during slide shows. Use the *Show Labelled* drop-down menu in the Slide Show controller.

Methods for using labels: A label can stand for anything you want — favorites, items to discard or items that are in different stages of the editing process.

One popular method of using labels is to mark



Assign label toolbar icon, and drop-down menu. Use any of the associated numbers to apply a label to a file in your catalog while in any view, even slide shows. This menu is also accessible from the contextual menu.

Label		
	None	23
	Red	1
	Green	2
	Blue	1

Catalog Index: Assign or sort items with color labels.



Labelling files changes the display color of item names and borders in all views.

favorite images (and images to delete) after a photo shoot. After importing images into a catalog, launch a slide show. As you review the images, use one label to mark the best, and another label to mark images that are out-of-focus and unusable. This can be done during the slide show (or in any view) by pressing the label's corresponding number key.

Afterward, you can use the *Show Labelled* function (Find menu) to show only the best images from a shoot in your catalog.

Customizing labels: You can customize the colors and names of the labels using the MediaPro Preferences dialog box.

Finding and Sorting Media in Catalogs

iView MediaPro offers a number of ways to find and sort media files, as well as related file, media and tag attributes, in open catalogs.

Instant catalog searching

You can search catalogs quickly and directly from the search box in the catalog toolbar. Searching is case-insensitive and includes all annotations (EXIF, IPTC Annotations, Captions, etc.), media fields and catalog set names.

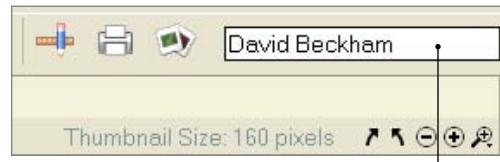
To perform a search, simply type the word or words in the search box and press the *Return* or *Enter* key. Results are presented in the active catalog view.

After you have found your items, use *Show All* in the Find menu to show all the items in your catalog. You can also use the *Show All Items* icon (house) in your toolbar.

Find command

The *Find* command (Find menu) can search more than 50 different media attributes, annotations and custom fields inside your catalogs.

Using the *Find items in* pop-up menu, you have the option of searching the *active or front catalog*, *all open catalogs*, *recent catalogs* or *all catalogs in*



Search Box: Type the word or words in this field and press the *Return* or *Enter* key. Results are presented in the active catalog view.

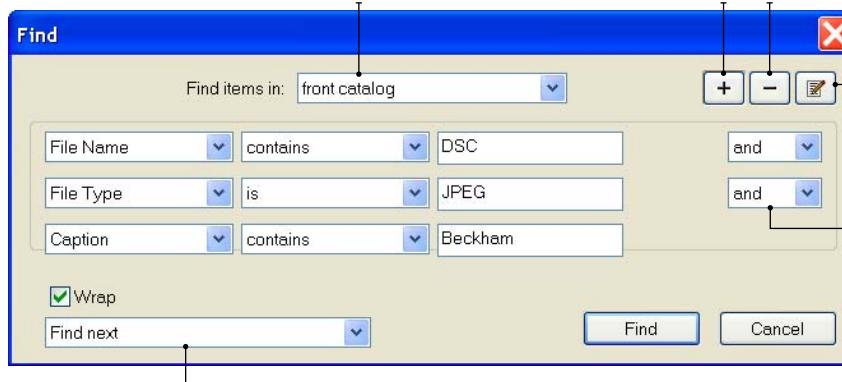
a particular folder. The *Find* command also has the ability to perform compound (a.k.a. Boolean) searches of attributes using "and/or" commands.

To add or subtract search criteria, use the plus and minus buttons in the upper-right corner of the dialog.

Results of your search are defined by the pull-down menu in the lower-left corner of the *Find* dialog box. *Find next* will highlight the first item that meets your search criteria. *Select all* will select items that meet your criteria. *Show all* will hide all items in the catalog that do not meet your criteria. *Show all in a new catalog* will place all matching results in new catalog.

Searches can be saved for later recall in the drop-down menu in the upper-right corner of the *Find* dialog box.

Find items: Define the catalogs you wish to search.



Add or Subtract search criteria using these buttons.

Results: Define how you want search results presented.

Catalog Index: Find files that match a media attribute (date, media format) or annotation field (events, locations, etc.).



Catalog Index menu: Use this menu to show/hide various media attributes and annotations that you can use for sorting functions.

A check mark indicates that this field is shown in the Catalog Index. Select it again to hide it.

Indicates the number of media in the catalog associated with the attribute or annotation.

File Name	File Size	File Type
honeymoon2.jpg	1.9 MB	JFIF
honeymoon1.jpg	2.2 MB	JFIF

Sorting by file attributes and annotations

Catalog Index - Organize Panel: To find items that match an attribute (date, media format) or annotation (events, locations, etc.), click the field label in the Catalog Index of the Organize Panel. This will make the corresponding items appear in the active view of the catalog.

Use the Catalog Index configuration menu to show or hide various media attributes and annotations that you can use for sorting functions.

Sort (Toolbar icon) lets you view and sort files by more than 25 attributes and annotations, including custom fields. iView MediaPro can also shuffle files randomly for slide show viewing. The *Default* option returns the organization of items to that of the last saved version of the catalog.

Show Labelled (Find menu): Show only those items associated with a particular color label, or those items without labels, in your catalog. Labelled items can also be sorted by using the

	File Name	File Size	File Type
	honeymoon2.jpg	1.9 MB	JFIF
	honeymoon1.jpg	2.2 MB	JFIF

Click to invert sort order of items in catalog.

Click the label of each column to sort items by that attribute. Click the label again to invert the sort order.

Catalog Index. The *Show Labelled* option is also available in the Slide Show controller.

List View: To sort the catalog according to various attributes and annotations, click the corresponding label in the header bar above the media viewing area. To invert the sort order, click the arrow on the far left of the header bar. Use *View Options* (Window menu) to show or hide up to 10 media attributes and annotations in the Header bar.

Filtering by sets and folders

Filter by a set: Click the set or container name in the Catalog Index. This displays the items of the selected set in the active view, hiding all other files in the catalog.

Filter by folders: Find files by their location on your computer or removable disks, by clicking on the appropriate folder in the Catalog Folders section of the Organize panel. The corresponding files will appear in the active view. You can also display a group of sets or folders by clicking each folder or set name and holding down the Ctrl key (Mac: Cmd key).

Restoring the catalog view

After you have found your files, use *Show All* in the Find menu to reveal all the hidden files in your catalog. You can also use the *Show All Items* icon in your toolbar.

Finding original files

Show Media File (Toolbar) reveals the location of the selected media item(s) on the desktop.

Show Last Import (Find menu) reveals the most recently imported items.

Show Duplicates (Find menu) searches for similar or duplicate files, allowing you to set the level of similarity (tight or loose). Additional options: *Ignore brightness* is good if you want to exclude image brightness quality. *Compare items with similar names* is useful for imports of images from digital cameras that reuse file names, which can conflict with a previous import.

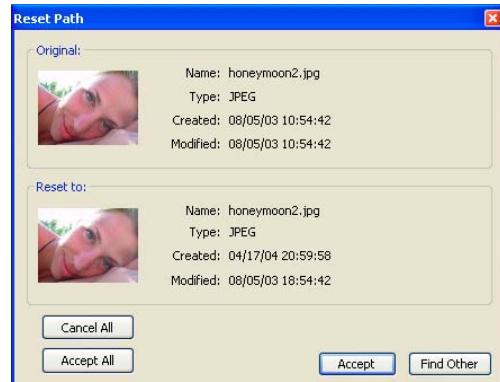
Duplicate results are presented in the open catalog, hiding all other items. This allows you to identify and compare items, side by side, and rename or discard them. Afterward, use *Show All* in the Find menu to reveal hidden items.

Find Missing Items (Find menu) searches for broken links to media files and highlights all unmounted or missing items in the catalog. You can then remove them from the catalog or search for them in a specific directory.

MediaPro stores the path of the original file and



Restoring the catalog: After you sort a catalog, use the *Show All Items* icon in your toolbar to reveal hidden files.



Reset Paths dialog, once results have been found.

can detect if the file has moved in a relative path. If the file name has changed, the file or folder has moved, or the file, folder or volume is no longer mounted, the full size image in Media View will no longer be available and an error message appears in red text in the Header bar.

The thumbnail and annotation data is kept in the catalog but the path to the full size image, movie, or sound is no longer correct. To rectify this, you can use the *Reset Paths* dialog (Find menu) to amend the file paths.

Reset Paths (Find menu) allows you to reassign or modify the path, for one or more items. Using the dialog, navigate to and select the folder or directory where the file(s) now reside. MediaPro will display each file in a window for you to confirm each file's path restoration. If you have a group of files, and you are certain that all the new paths are correct, you can use the *Accept All* button in to avoid having to confirm each to new path.

However, if you have simply moved or renamed an entire folder or disk, it is much faster to use the *Reset folder path* command in Catalog Folders pane of the Organize panel (see page 46).

Slide Shows

iView MediaPro enables you to view or project a slide show presentation with your photographs, movies and audio soundtracks.

Slide show basics

- To start, click the Slide Show button in the toolbar.
- During the slide show, click the *Escape* (ESC) key or double-click to exit.
- The slide show is controlled via the floating controller, which you can display or hide by pressing the *Enter* or *Return* key.

Audio: MediaPro slide shows can contain a single (background) audio channel. Sound items included in a catalog are always queued into the audio channel. If you place an audio file at the beginning of a slide show of images, it plays during the presentation.

Video: MediaPro slide shows can display up to 16 video channels. All media types (including images, movies) are played in one or more video channels depending on your grid selection.

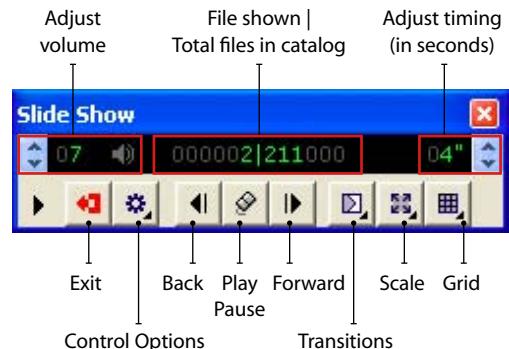
Grids are the arrangement of video channels, in full-screen, quarter-screen or a variety of other options. Unless you are using a computer with a powerful processor, using the slide show with more than one video channel will place considerable strain on your machine and degrade playback. Experiment with *Half* or *Quarter* video channel grids first before choosing more complex grids.

Use the *Grid* drop-down menu of the slide show controller to change grid styles. There might be a slight delay when changing grids while MediaPro loads the media.

Timing: MediaPro lets you specify how long still images will appear, however movies always appear for their full duration. To adjust the timing of images (in seconds), use the up/down arrows next to the green number on the right hand side of the controller.

Transitions: MediaPro offers several options

Slide Show controller: Use the *Enter* or *Return* key to hide or show the controller.



to adjust the transition effect between images. There are 10 different transition effects, such as *Cross Fade*, *Barn Horizontal* and *Radial* wipes, as well as a *Random* effect option.

Effects defined in the *Transitions* drop-down menu of the slide show controller apply globally to all images of the slide show.

Size of Media: Use the *Scale* drop-down menu of the slide show controller to adjust the size of media on screen. You can also enlarge or reduce the size of your images with the *Zoom In/Out* keyboard shortcuts (+ and -). This setting will apply globally to all images of the slide show.

Slide show controller

The slide show controller palette allows you to adjust presentation options during a slide show. To show the controller, press *Enter* or *Return*.

This palette is also useful for running presentations on a second screen or projector. If you use multiple monitors, position your catalog inside the monitor you want to use for the slide show. You can start the presentation on that monitor and keep the controller on the other one.

If you are not using two monitors, displaying the slide show controller on top of the slide show stage will impair viewing.

Slide Show controller: Files panel.

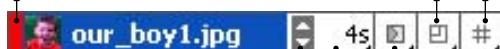
Use this arrow to show or hide advanced options.



Show Labelled Items
will display only those items marked with a particular color label.

Show All Items
restores the slide show list to show all items. Available after filtering by labels.

Color Label: Click picture to assign label Scale Grid



Use arrows to adjust Timing Timing Transition

Slide Show controller: Info panel.



Use these arrows to flip through the various pages of information. This area shows all available annotations, metadata and captions. The amount of information varies for each file.

Playback Settings

- **Interactive:** Using this option enables you to use the forward/backward arrows of your keyboard to manually advance or go back in your presentation. The up/down arrows work the same as forward/backward arrows.
- **Continuous:** This is the default for MediaPro slide shows. Images will appear on screen for the specified duration, then automatically advance to the next image. Movies will appear on screen for their full duration, then automatically advance. You can use the spacebar to Pause/Play a slide show in *Continuous* mode. Also, the forward/backward arrows will manually override the pace of your presentation.

- **Random:** MediaPro will randomly choose images and movies to present on screen.

Stage Settings

- **Set background color:** Change the background color of slide shows. The default is set to black.
- **Draw margin between media** will add a few pixels of background color to help separate items from each other in multi-file grid arrangements.

Other Options

- **Play voice annotations** will play any attached voice annotation whenever a media item is loaded.
- **Play sound from all movies** plays all the available movie audio tracks simultaneously. This option is only useful when you intend to play multiple movies in a grid arrangement. If this feature is disabled, MediaPro plays the background sound channel, as well as the active movie soundtrack.

Slide show options

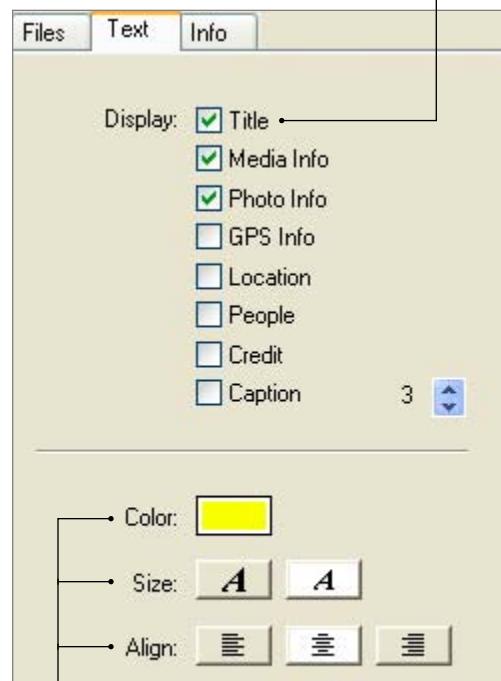
The setup features and options can be set prior to running the slide show, using the *Slide Show Options* dialog in the Make menu. This dialog box, as well as the Controller, allows you to set the following options:

General Options

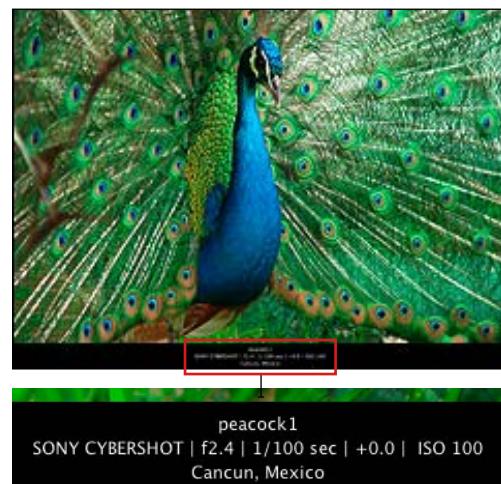
- **Duration** is the flip speed in seconds for each slide. (In the Controller, the duration can be adjusted using the up and down arrows on the top right hand corner of the window.) The duration applies only when the slide show is run in non-interactive mode. Note that movies and sounds default to their own duration. The duration can also be over-ridden by timings set for individual media items.
- **Color:** Change the background color of slide shows. The default is set to black.
- **Transition:** The current version of MediaPro offers a basic set of QuickTime effects which

Slide Show controller: *Text* panel.

When the *Title* annotation is not available, MediaPro will show the *File Name* instead.



Choose text color, size and alignment by clicking on the respective buttons.



Text options enable you to display a variety of media information beneath the image.

can be used during slide show media transitions. The duration of the transition effects (1 second) is currently fixed. This setting will effect all media items, unless individually defined (see *Timings*).

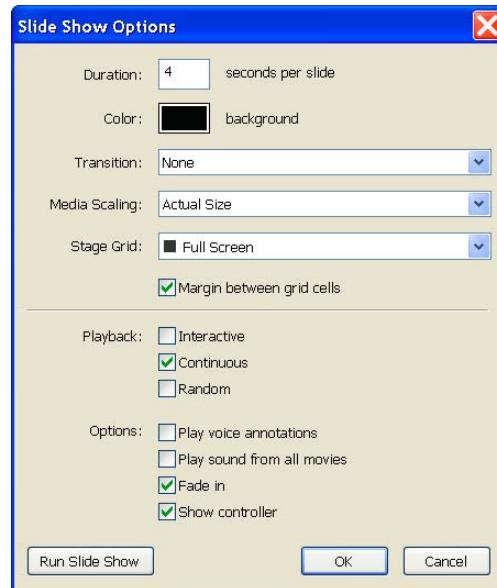
- *Media Scaling* lets you control the scale or size of media items. You can set this option before or during an active slide show.
- *Stage Grid*: The slide show can run the standard full screen or you can divide the screen into several video channels, from half, quarter, sixteenth, to a range of different cell arrangements.

Playback Options

- *Interactive* (or click mode), allows the user to click the mouse, use the space bar or arrow keys to advance to the next media item in the slide show. In this mode, the pause button changes to a mouse icon. Switch this option off to run the slide show using timers.
- *Continuous* mode runs slide show presentations in a loop, restarting automatically from the beginning of the catalog when the slide show has finished. This mode is useful for kiosk or exhibition presentations.
- *Random*: MediaPro will randomly choose images and movies to present on screen.

Other Options

- *Margin between grid cells* will add a few pixels of background color to help separate items from each other in multi-file grid arrangements.
- *Play voice annotation* will play any attached voice annotation whenever a media item is loaded.
- *Play sound from all movies* plays all the available movie audio tracks simultaneously. This option is only useful when you intend to play multiple movies in a grid arrangement. If this feature is disabled, MediaPro plays only the background sound channel, as well as the active movie soundtrack.
- *Fade In* fades the start and end of shows.



Slide Show Options: Make menu



Slide Show Example: Uses a Quarter grid, displays Photo Info and Draws margin between media. Ideal for photographers to compare results.

- *Show controller* will display the slide show controller during the slide show. Use the Esc or Return keys to hide the controller.

Keyboard shortcuts

MediaPro offers a complete set of shortcuts for keyboard and mouse navigation of slide shows. See page 91 for a list of these shortcuts.

Save Slide Show as Movie: Available from the *Make* menu

Quality
Use this pop-up menu to define the level of compression applied to the exported movie.

QuickTime Player
These options will embed information that will instruct the QuickTime Player how to handle the movie.



Presentation 160x120
Presentation 240x180
Presentation 320x240
Screen 512x384
Screen 640x480
Screen 800x600
Screen 832x624
Screen 1024x768
TV Quarter 360x240
TV Quarter 360x288
TV Quarter 384x288
TV 720x480
TV 720x576
TV 768x576

Dimensions dropdown menu allows you to choose from a list of pre-defined set of industry-standard sizes.

Save a slide show as a QuickTime movie

MediaPro provides the option to save a slide show as a QuickTime movie, so you can distribute a catalog of images as a movie (with transitions and timing) without the MediaPro application.

A QuickTime movie can be played using Apple's QuickTime Player on both Mac and Windows computers.

Slide shows can be saved with any grid, as well as generic and individual transition effects and timings. To create a QuickTime movie slide show, choose *Save Slide Show as Movie...* in the *Make* menu.

In this dialog, you can define the movie dimensions or choose from a pre-defined set of industry-standard sizes. To control the background color, global slide duration (timing) and transition effects, use the *Slide Show Options* dialog in the *Make* menu.

MediaPro offers a range of playback options when running QuickTime Player. For instance, click the checkbox to switch on *Auto-Start* and *Full Screen Mode* options to have your movie played



Exported QuickTime Slide Show presentation: If you choose to include the chapter track, QuickTime places file name and places it in a pop-up menu.

back in full-screen mode automatically when you double-click the movie file on the desktop.

If you select *Include chapter track*, QuickTime will display each file name in a pop-up menu below the movie (see figure above).

Making slide shows faster

In most cases, two factors affect the speed of slides shows: grids and media file size.

Grids: Unless you are using a computer with a powerful processor, slide shows with more than one video channel will place considerable strain on your machine and degrade playback. Experiment with *Half* and *Quarter* video channel grids first before choosing more complex grids.

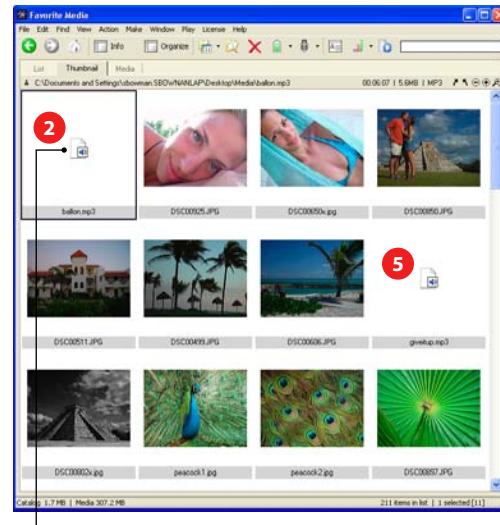
File Size: On computers with slower processors, a slide show of 20 MB image files will run much slower than a slide show with 1 MB image files. What slows MediaPro down is not necessarily the file size, but the actual dimensions of the media. With larger dimensions, MediaPro has to dynamically shrink the image to fit the screen. If the image is the same shape as the screen (4:3 proportion) the delay isn't too noticeable. But for portrait images (vertical), the delay can be a few seconds.

Slide shows on slower computers: If you are having display or audio issues with your slide show, it may be asking too much of your computer's processor or video card.

One solution is to create temporary copies of your images that are optimized for fast on-screen display. You can do this by using *Convert Image Files...* in the Make menu. Here are the parameters that help:

- **Size:** Match your screen dimensions (for example, 1024x768). That way MediaPro won't have to resize the image.
- **Setting:** Match your monitor's color depth, such *16-bit* or *24-bit* (Mac: *Thousands* or *Millions*). This will reduce processor usage.
- **Resolution:** Use 96 dpi (Mac: 72 dpi), same as your screen resolution.
- **File format:** Select an uncompressed format, such as Bitmap (BMP) or PICT instead of JPEG. This way the image file won't have to be decompressed on the fly, during the slide show.

Create a new catalog with the converted images and your slide show will be amazingly fast.



To add a background soundtrack, place an audio file as the first file in your catalog.

Adding a soundtrack to a slide show

Use the following instructions to add a background soundtrack to your slide shows:

1. Create a catalog of images and movies, then organize them in the order you want them to appear in the slide show.
2. Place an audio file (MP3, AIFF, etc.) as the very first file in the catalog.
3. Make sure the audio file is selected and then start your slide show. The music will continue to play throughout the slide show.
4. When you quit the slide show (ESC key), the song will automatically fade out.
5. If at any point you want the slide show to switch to a different song, just place an audio file at that point. MediaPro will automatically fade from the old song to the new one.
6. If you have *Play sound from all movies selected* (in the *Slide Show Options* of the Make menu), MediaPro will also play any soundtracks in your movies, reducing the volume of the background soundtrack for the duration of the movie.

Export Features

iView MediaPro can export and convert your media files in a variety of ways, by selecting options from the *Make* menu.

HTML Gallery

With this export function, you can output a catalog of images and movies as a web site. Photographers, illustrators and designers can use this option to easily create a portfolio web site of their work. QuickTime movies can also be exported to HTML galleries.

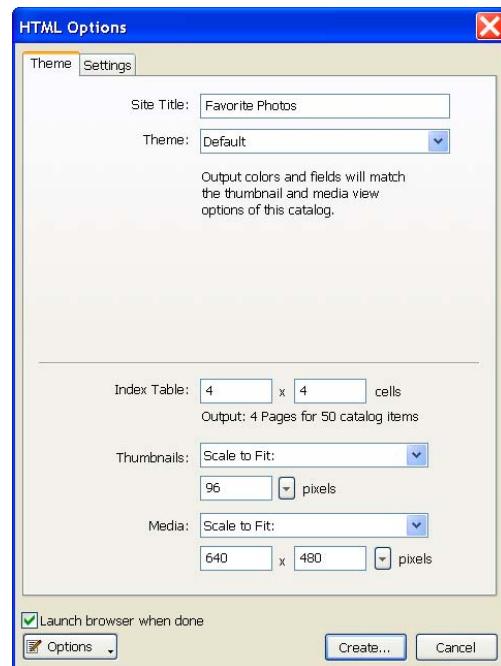
An HTML gallery looks similar to the Thumbnail and Media Views of your catalog. It contains an index of thumbnails which, when clicked in a web browser, will take you to a larger image.

iView MediaPro offers you two options when you create HTML galleries:

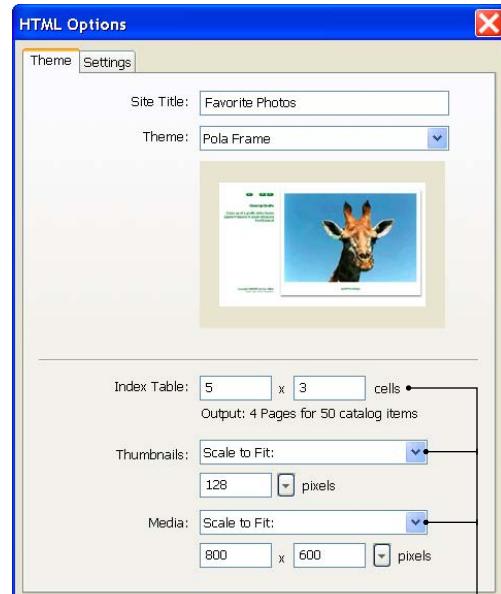
1. You can use a default theme to create a web site based on the *View Options* of the Thumbnail and Media Views in your catalog. Or you may use any of the visual themes provided with the application.
2. You can use your own Themes, which can be created before exporting and saved inside the user-defined *Plug-Ins - HTML Templates* folder (see page 3). iView MediaPro uses a different template for the index and media views of your gallery, and offers a rich vocabulary that can be used to extract catalog information (fields, thumbnails, etc.), as well as a high-level tags for navigation, date, time, etc.

Create a gallery

1. **Launch an iView MediaPro catalog** of photos, illustrations, movies or any media file that can be distributed on the web. Under the Make menu, select *HTML Gallery*.
2. **Choose a Theme:** In this dialog, you can define what your web gallery will look like. **Site Title:** This text will appear at the top of all pages in your gallery. If you don't want a title, leave this field blank.



Gallery Options: The Theme panel, with Default chosen



Gallery Options: Themes have pre-defined table grids, thumbnails and media sizes. However, you can customize to your liking by modifying these fields.

Index Page

Favorite Photos ←
1-12 | [13-24](#) | [25-33](#) →

 honeymoon1	 honeymoon2	 our_boy2	 star2
 daisy	 new_mexico_flower	 explode	 DSC00463
 pottery	 buddha	 chichen_itza	 peacock1

Made with iView MediaPro™ | Saturday, April 19, 2003

Media Page

Favorite Photos ←
[previous](#) | [index](#) | [next](#) →



File Name:
pottery

Location:
Fort Worth,
Texas

Author:
Shayne Bowman

Caption:
Japanese
pottery
demonstration
at a festival in
Fort Worth.

Made with iView MediaPro™ | Saturday, April 19, 2003

Site Title

Index page links: The number of thumbnails (across and down) that appear on an HTML Index page.

Thumbnails: All of these images are automatically hyperlinked to their respective media pages.

Thumbnail Table: The number of thumbnails (across and down) that appear on an HTML Index page.

Tip: To reduce the loading time of your web pages, try to include less than 25 images on a single index page. Also, you might try a smaller thumbnail size.

File Name

In some themes, the gallery's creation date is added automatically.

Navigation: On Media pages, the web site viewer can advance through the gallery using the previous/next links, or they can return to the Index page of the gallery. In some templates, icons represent these links.

Media info: Any captions and associated metadata tags (such as EXIF or IPTC fields) can appear on Media theme pages.

Media size is defined by the theme chosen. Each theme's media page template has HTML Engine Directives that define media image size.

Thumbnail Table: Customize how many thumbnails, across and down, will appear on the Index page in a gallery.

Theme: Choose from a selection of preset themes or use *Default* to create your web site based on the View Options of the Thumbnail and Media Views in your catalog. If you use default, make sure to choose the desired table grid, Thumbnail and Media size. All other themes have pre-defined sizes and grids that are designed for optimal output. However, those settings can be adjusted to your liking.

3. Adjust your Settings

HTML Extension: Defines the suffix of file name (htm, html, shtml, asp, php, xml)

Text Encoding: Change for language types (Western-Latin 1, Japanese)

Output: *Use numbers for HTML filenames* uses a numerical increment (1,2,3...) for HTML filenames instead of the media filename. *Treat captions as raw HTML* enables you to use HTML code, such as , in the *Caption* annotation field.

JPEG Quality: Choose the level of compression applied to thumbnails and media images. MediaPro now offers the option to set a custom target size for exported images. If you choose a target file size, MediaPro will dynamically adjust the compression level in order for the exported images to meet or be less than the target size.

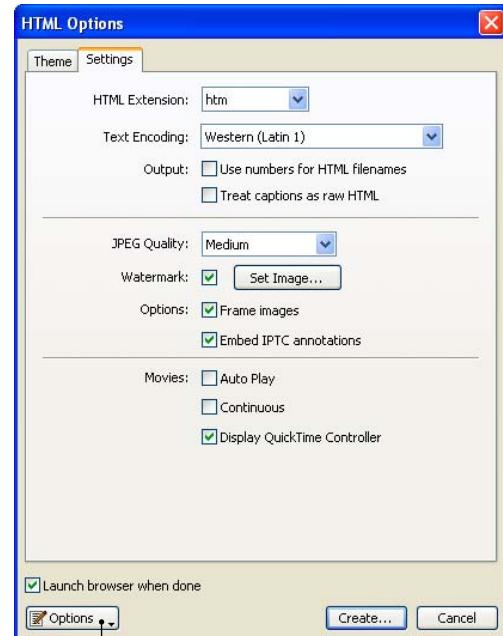
Watermark: MediaPro exports images with a visual watermark — a secondary image which is overlaid on the primary image. See additional information on the next page.

Frame images: Choosing this option places a 1 pixel black border around each exported thumbnail and media image.

Embed IPTC annotations: MediaPro will embed the IPTC annotations into each exported image.

Movies: Adjust the properties of QuickTime movies on Media pages. *Auto Play* will automatically play a movie, once it's loaded in a browser; *Continuous* will make the movie play

Gallery Options: The Settings panel



For repeat use of your settings, save them using the *Options* menu. This is useful if you have alternate settings using the same theme. Saved options can be recalled at any time and can be incorporated in scripts.

in a loop; *Display QuickTime Controller* toggles the standard QuickTime controls for a movie on and off.

4. Create: After defining your settings, click *Create*. The amount of time it takes for iView MediaPro to create a gallery can vary depending on the number of images, their original size and the export size. The gallery will launch in your web browser after export, if that option is selected.

Set Watermark:

The preview of the watermark and the image will be blank until a watermark image is assigned.

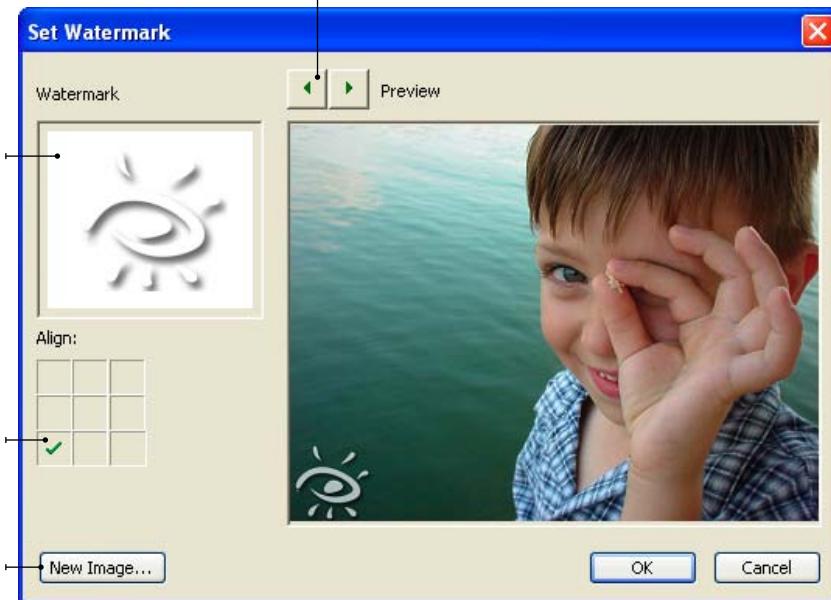
Preview of currently assigned watermark.

Align: Click any of these boxes to adjust the relative alignment of the logo, where it will be overlaid on the exported image.

The watermark is shown to scale in the *Preview* window to the right.

Click the *New Image...* button to choose a different image.

Use buttons to select the previous or next catalog image as the alignment preview image.

**Watermark HTML images**

iView MediaPro exports HTML images with a visual watermark — a secondary image which is overlaid on the primary image, and provides a means of protecting the image. This is not the same as digital watermarks which are implemented algorithmically and are designed to be invisible.

Create and set a watermark

1. Launch Adobe Photoshop, or alternate program which can create a TIFF file with a transparent background. MediaPro will accept the TIFF, PSD, JPG, PICT, PNG, BMP, GIF formats. Note that the JPG format does not support transparency. iView recommends TIFF for optimal results.
2. Create a new file. For this example, say it is 200 pixels wide and 50 pixels high. Make it RGB with *Background Contents* set to *Transparent*.
3. Choose the Type tool and type something with color set to Black.
4. Choose *Save*. Select TIFF as the format. There is no need to save alpha channel or layer info.

5. In the next dialog, choose your desired compression and check *Save Transparency*.
6. Return to MediaPro's HTML Settings panel, and in the *Set Watermark* dialog, select your TIFF file by clicking the *New Image...* button.

Watermark options

The previous instructions will create an overlay where the logo's color is opaque (such as 100 percent black or white).

To alter the logo color's opacity and give it a transparent quality, adjust the layer's opacity in Photoshop to somewhere between 50 and 90 percent. To make it a little jazzier, as in the example shown above, add following after Step 3:

- a. Add a *Drop Shadow* filter.
- b. Set filter color to white or black, or whatever color desired.
- c. You can adjust the opacity in the filter dialog to 75 percent for transparent quality.

Using a drop shadow will ensure your watermark is readable even if it falls in dark or light parts of an image.

HTML tips

- **To reduce the loading time of your Index pages:** Include less than 25 images on a single index page. Also, you might try a small size thumbnail (such as 96 pixels), with low resolution settings.
- **To reduce the load time of your Media pages:** Try a smaller size media export (such as 480x320 pixels), or increase the amount of JPEG compression in the *Settings* panel.
- **To use a Cascading Style Sheet (CSS) with a theme:** Using embedded style sheets will work fine with MediaPro themes. In order to use a linked style sheet, place the CSS file in your theme's *Assets* folder. This way, the style sheet will be exported as a related asset of your gallery. Because MediaPro uses HTML tables to create Index pages, CSS and XHTML cannot be used to control the positioning of Thumbnail tables. If your site already has a stylesheet that you would like to use, make sure that you write a complete URL to the existing CSS in your theme.
- **Defining the file creator of exported gallery pages (Mac only):** An HTML file's creator code is defined by the creator code of a theme's template. For example, if you created a theme template using Dreamweaver, that would be the creator of the exported pages. The file creator for exported gallery images is always QuickTime.

Creating themes and templates

iView MediaPro 2.x introduces themes to help organize HTML gallery templates. A theme is simply a folder containing Index and Media HTML templates. By storing both templates in one folder it is much simpler to share a new gallery design with others.

A theme folder also contains an *Assets* folder for related HTML graphics and an image used as a preview of the theme in the HTML export dialog.

MediaPro templates are normal HTML pages, that may contain one or more field phrases that

```

<html>
  <head>
    <title>(iView:Catalog)</title>
  </head>
  <body>
    <p>Simple Media Template</p>
    <p>Image:</p>
    <p>(iView:Media)</p>
    <p>File name:</p>
    <p>(iView:Filename)</p>
  </body>
</html>

```

Template: Example of a basic Media template code

get replaced with catalog content (such as annotations) during the export process. The example above is a simple HTML template which contains three MediaPro field phrases: (iView:Catalog), (iView:Media) and (iView:Filename).

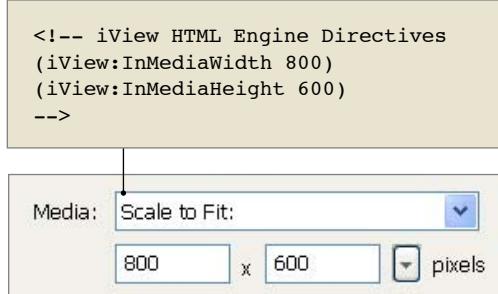
During export, all three phrases get replaced by the catalog name, the media image and the image file name respectively.

To learn more about creating themes and templates, refer to the *About Templates* document in the application's *Documentation* folder.

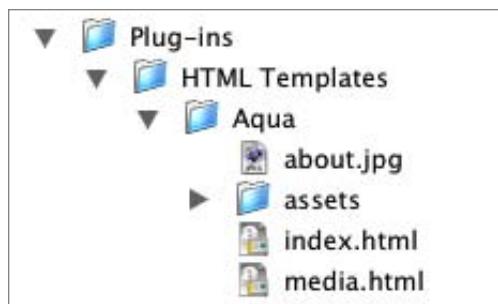
A good way to learn is to make a copy of an existing template, rename it, and modify different fields or the design. Modifying theme templates requires a modest knowledge of HTML. You can learn more about HTML from a basic HTML handbook or by reading tutorials on the Web.

Additional template features:

- **HTML Engine Directives:** The size of images on Index and Media pages are now controlled in the theme using these new tags. Thumbnail tables are also controlled by directives. When a theme is selected in the HTML export dialog, MediaPro will populate the appropriate fields with the directive's values.
- **New tags in 2.x:** Phrases have been added to include an additional image folder which contains a copy of the original images. Phrases have also been added to export a group of all



Directives: A template that has media width and height directives (above) will populate the appropriate fields when this theme is selected in the HTML export dialog. You can still make changes to the final export from this dialog without having to go back into the template.



Themes: Each theme contains an Index and Media template, as well as an Assets folder. Custom themes should be stored in the user-defined *Plug-ins* folder. On Windows, the *Plug-ins* folder is located at:

C:\Documents and Settings\username\Application Data\iView\Plug-ins

On Mac OS X, this folder is typically located at:
~User/Library/Application Support/iView/Plug-ins

IPTC fields or all EXIF fields on Media pages.

- **Structure for theme folders:** Each theme has its own folder which contains the Index and Media templates as well as an *Assets* folder. A preview JPEG of the template, called *about.jpg*, is optional. This image is displayed in the HTML export dialog.
- **Store your themes** in the user-defined *Plug-ins* folder (see page 3) to ensure that they are not lost during MediaPro upgrades.

Create a cross-platform CD

One way to create a catalog of images that is compatible with most operating systems (Windows, Unix, MacOS), is to burn an exported HTML gallery onto a CD or DVD-ROM disc. Here is how to do it:

1. Create your catalog as usual, add the files, set the layout, add your keywords, annotations and captions. Since some computer platforms do not accept long file names, you should shorten all your file names to 8 characters or less. You can easily do this using the *Batch Rename* command in the Action menu. Use that same command to ensure that you have the proper file name extensions on all images or movies, as some platforms require extensions. Remember, renaming files cannot be undone, so you might want to make a backup of your media before you rename them for this HTML gallery.

2. Export an HTML Gallery, using a MediaPro pre-defined theme or one that you created. HTML can be further customized with an HTML editor after export. In this step, you will want to choose the *HTML Extension* ".htm" in the *Settings* pane. This will work on all platforms. All links inside the gallery pages must be relative (e.g. .../img/hello.jpg) in order for them to work on a CD.

3. Burn your gallery files onto the CD: In order for your CD to be compatible with most operating systems, you must burn the CD in the ISO 9660 format.

4. Extra: You can use the Print Template called *CD Jewel Case* to print a cover for the CD you just created.

Another way to create a cross-platform CD or DVD of media for use on Mac and Windows platforms is to burn your media, the catalog and copy of iView Catalog Reader on the CD or DVD. Using this royalty-free software, you can distribute and share your iView catalogs with non-iView users at no cost or restriction. See page 72 for more information on Catalog Reader.

XML Data File

XML (Extensible Markup Language) is a flexible way to create common information formats and share both the format and the data on the Web or with other applications and databases.

MediaPro's *XML Data File* function exports an XML file containing basic file-related information for all media items in the catalog. The *XML Data File* export dialog offers the option to include *Media properties*, *Annotations* and *EXIF data* (digital camera info) in the XML Data File.

XML is similar to the language used for Web pages, Hypertext Markup Language (HTML). Both XML and HTML contain markup tags to describe the contents of a page or file. HTML describes how to display and interact with the content of a Web page. XML describes the content in terms of what data is being described.

This means that an XML file can be processed purely as data by a program or it can be stored with similar data on another computer or, like an HTML file, it can be interpreted and displayed.

Include sections:

MediaPro's XML Data File function exports an XML file containing basic file-related information for all media items in the catalog. The export dialog offers options to include *Media properties*, *Annotations* and *EXIF data* (digital camera info) in the XML Data File.

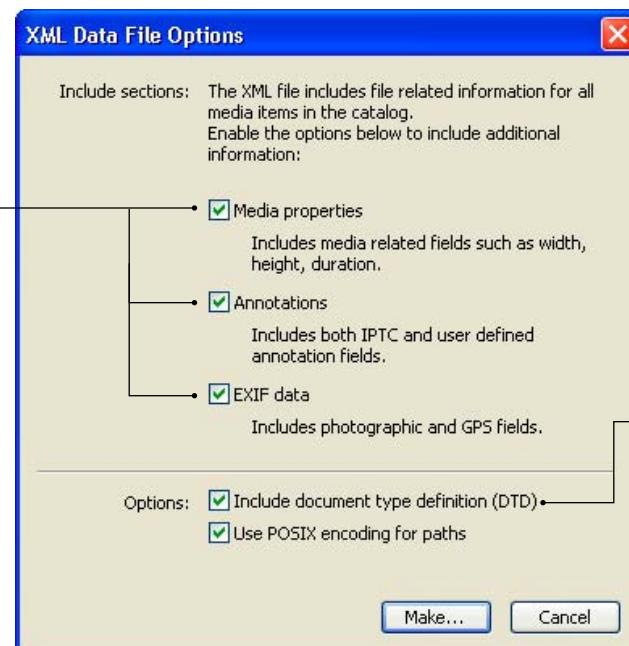
```

<MediaProperties>
  <Width unit="Pixels">1200</Width>
  <Height unit="Pixels">1600</Height>
  <Resolution unit="DPI">72</Resolution>
  <Depth unit="Bits">24</Depth>
  <ViewRotation>1</ViewRotation>
  <SampleColor>R:80 G:80 B:90</SampleColor>
  <ColorSpace>RGB </ColorSpace>
  <Compression>65544</Compression>
  <PrimaryEncoding>Photo-JPEG</PrimaryEncoding>
  <ColorProfile>ColorMatch RGB</ColorProfile>
</MediaProperties>
<MetaDataFields>
  <Maker>SONY</Maker>
  <Model>CYBERSHOT</Model>
  <ExifVersion>2.1</ExifVersion>

```

XML: Sample portion of an exported XML Data File.

MediaPro uses a custom DTD (Document Type Definition) to define the markup of an exported XML file. A DTD is a specification that accompanies a document and identifies what are the markup tags. By including a DTD with an XML document, another application will be able to process the document and display or print it as intended.



Options:
Check *Include document type definition (DTD)* to embed the custom iView DTD in the exported XML file.

Text Table

The *Text Table* function allows you to export media properties and annotation fields as a text file. This file can be imported into 3rd-party database or spreadsheet applications. You can save the text as a tab- or comma-separated format.

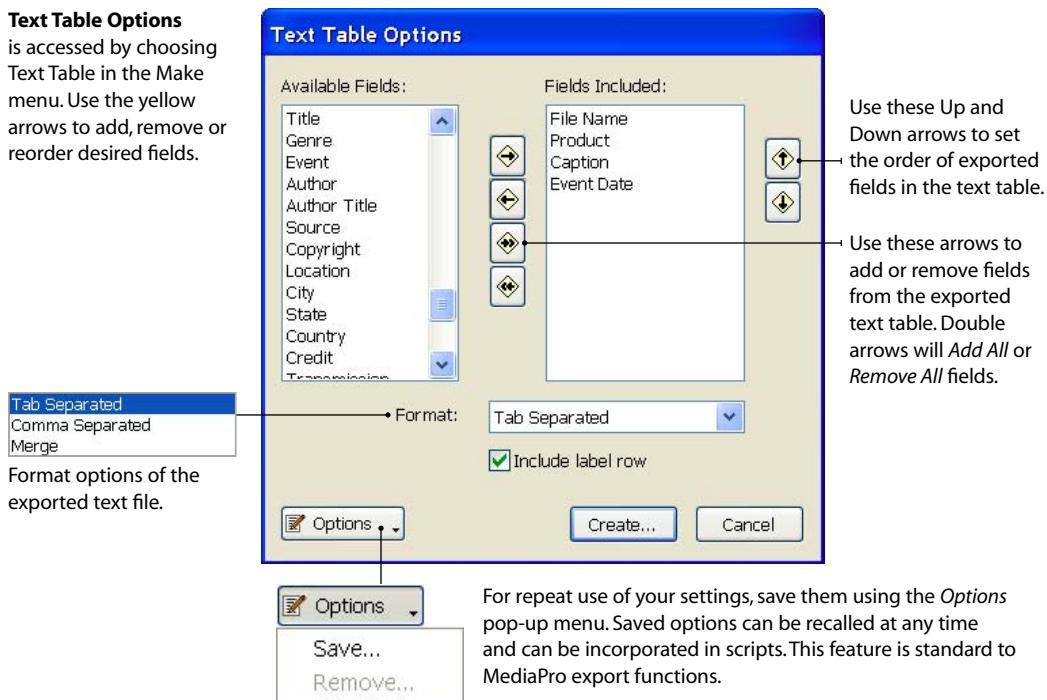
You can also export your data using the *Merge* option, in order to create personalized documents like form letters. In Microsoft Word, for example,

you can combine variable data (like media names, or properties) in a merge file with text in a main document. The *Merge* option is particularly useful when importing information in FileMaker Pro or Microsoft Access since it auto-detects fields to place imported data.

For repeat use, save your settings using the *Options* pop-up menu. Saved options can be incorporated in scripts.

Text Table Options

is accessed by choosing Text Table in the Make menu. Use the yellow arrows to add, remove or reorder desired fields.



For repeat use of your settings, save them using the *Options* pop-up menu. Saved options can be recalled at any time and can be incorporated in scripts. This feature is standard to MediaPro export functions.

File Name	Product	Caption	Capture Date
honeymoon2.jpg	Michele	Pool-side chillin at a resort in Cancun	3/15/2002 16:23
honeymoon1.jpg	Michele	Man she looks relaxed. After breakfast, hanging by the pool on our honeymoon.	3/12/2002 14:38
daisy.jpg	Flower	Gerbera daisy in our neighbor's yard.	3/21/2003 12:50
new_mexico_flower.jpg	Flower	A variation of the sunflower along a street in Taos, New Mexico.	12/20/1999 16:23
explode.jpg	Flower	Flower at the Farmer's Market in Dallas.	10/23/1999 16:29
star2.jpg	Great Dane	Our merle Great Dane, Star.	-
chichen_itza.jpg	Vacation	Side view of the Pyramid of Kukulcan at Chichen Itza. Infared effect applied as post process.	3/14/2002 14:37
horses.jpg	Horses	Horses at a ranch house in Abeline.	7/22/2000 15:31
pottery.jpg	Pottery	Japanese pottery demonstration at a festival in Fort Worth.	10/24/1999 13:43
peacock1.jpg	Bird	There were several peacocks living on the grounds of the El Dorado Royale resort. Magnificent crea	3/12/2002 8:31
giveup.mp3	Charles Angels Soundtrack	Marvin Gaye song.	-

An example of an exported text table that has been imported in Microsoft Excel™.

Contact Sheet

This function creates a contact sheet of all visible thumbnails in your catalog as an image file, such as JPEG or Photoshop.

The size, resolution and format of the file to be created can be customized in this dialog.

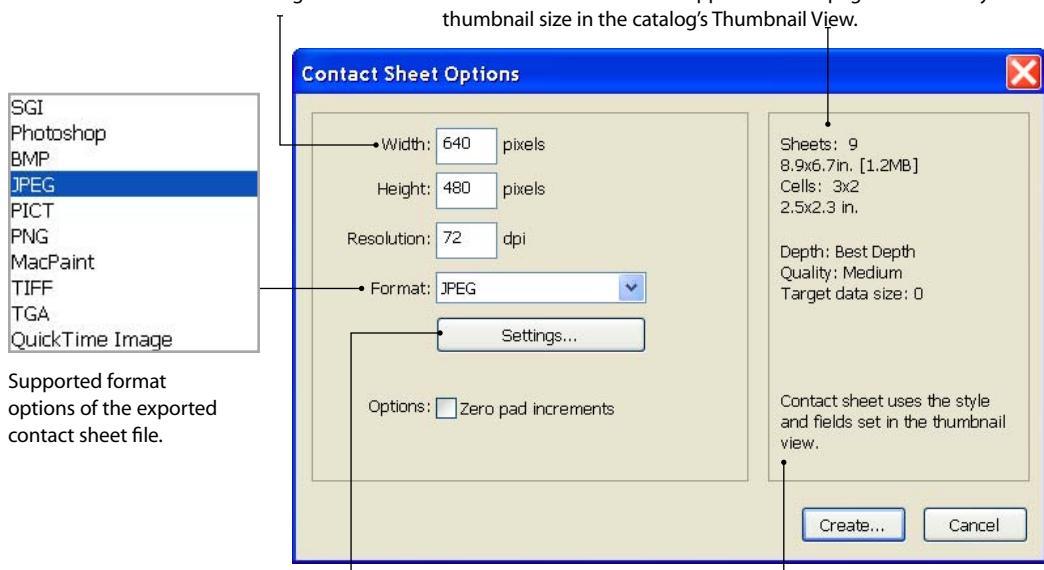
iView MediaPro automatically calculates the number of cells that can fit in the designated contact sheet size, taking into account the size

of your thumbnails and the number of fields displayed in the Thumbnail View. The layout style of Thumbnail View, fonts and colors of the thumbnail view are applied. To control these settings, go to *View Options* in the Thumbnail View to adjust the appearance to your particular needs.

A contact sheet can be further modified or printed using a third-party image editing applications, such as Adobe Photoshop.

TIP: To output a contact sheet that is 8.5 x 11, enter 612 pixels for width and 792 for height.

If you have more media items than appear on a Contact Sheet you have defined, MediaPro will output as many pages as necessary to completely export the catalog. As you adjust the size of the Contact Sheet, the number of exported pages is adjusted. The number of thumbnails that appear on each page is defined by the thumbnail size in the catalog's Thumbnail View.



This dialog box is common to other export functions of MediaPro. Simply choose the quality of the exported contact sheet, or choose a target file size for MediaPro to produce. This dialog depends on the file format.



Exported contact sheets will inherit the visual appearance and displayed fields of the Thumbnail View. To alter the appearance of a contact sheet, you must change the *View Options* of the Thumbnail View.

TIP: You can create a catalog of contact sheets output by MediaPro. This is a useful way of cataloging catalogs.

File Conversion

The *File Conversion* functions are useful for single or batch conversion of images, movies, animations, or sounds.

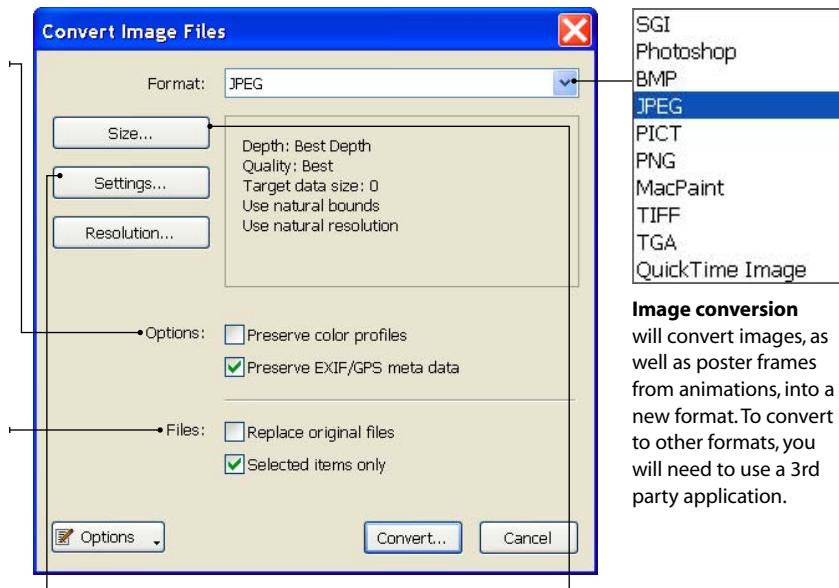
Convert Image Files... will convert images, as well as poster frames from animations, into a new format such as JPEG, TIFF, etc. *Sound* conversion will convert sound files as well as soundtracks from selected movies.

Existing IPTC annotations and associations with sets or other annotation fields will no longer exist in the converted media files. JPEG and TIFF image conversions have the option to preserve EXIF (digital camera) metadata.

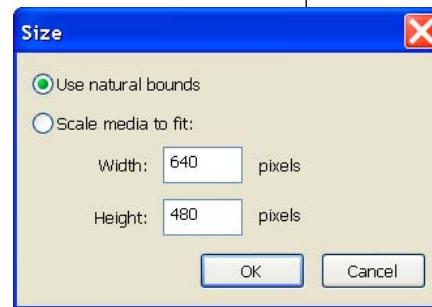
For frequent use of this feature, you can save settings using the *Options* menu. Saved options can be recalled at any time and can be incorporated in scripts.

Options: *Preserve color profiles* is an option when you have color matching (Mac: ColorSync) turned on in the *Preferences-Images* dialog. *Preserve EXIF/GPS metadata* is only available for JPEG and TIFF conversions.

Files: *Replace original files* will replace the original with the converted image. If you have not checked *Selected items only*, MediaPro will convert all items in the catalog.

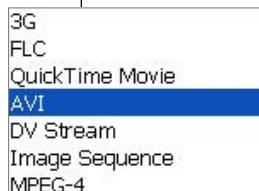
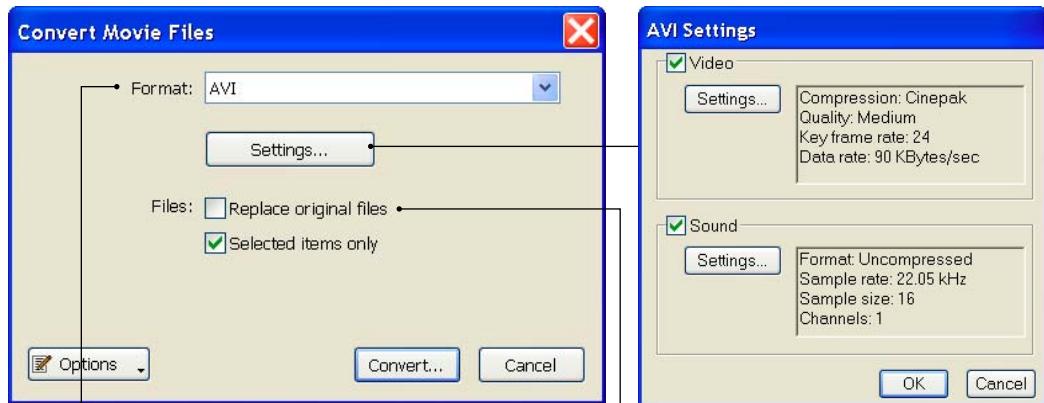


Settings: Each file type (JPEG, BMP, etc.) will have various options for compression and color quality of the exported image.

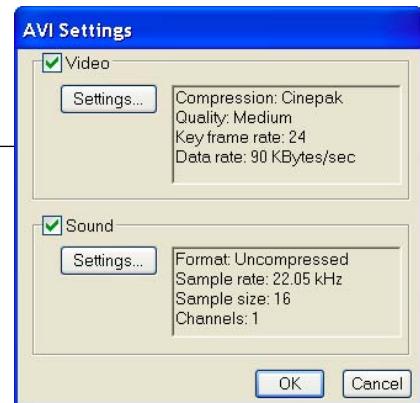


Size: *Use natural bounds* defines the exported image using the existing image dimensions. *Scale media to fit* will export the image to the size you define. However, exported images are not distorted to fit these dimensions exactly. Rather, the larger dimension (width or height) will conform and the smaller dimension will proportionally adjust.

File Conversion cont.

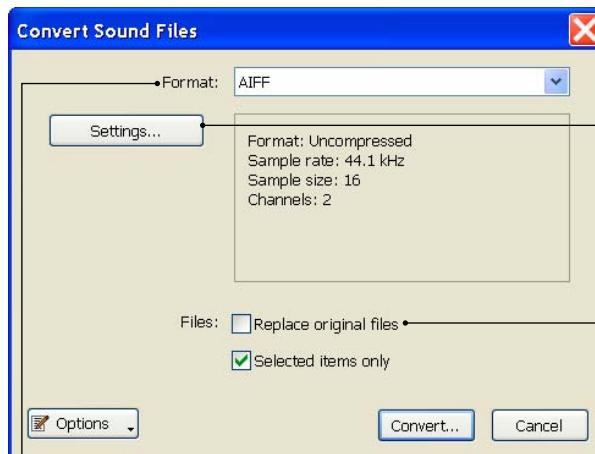


Movie conversion will convert movies and animations into a new format. On the Mac: If you convert to DV Stream, the file can be imported into Apple's iMovie for additional editing.

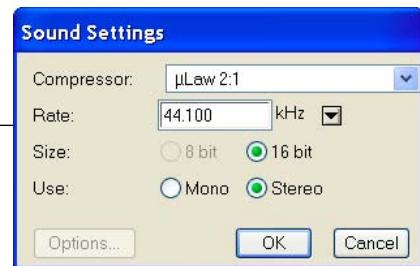


Settings: Each file type (AVI, DV Stream, etc.) will have various options for video and sound compression, frame rates, channels and more.

Files: *Replace original files* will replace the original with the converted image. If you have not checked *Selected items only*, MediaPro will convert all items in the catalog.



Sound conversion will convert audio files as well as soundtracks from selected movies.



Settings: Each file type (AIFF, Wave, etc.) will have various options for compression, sample rates, sample size and more.

Files: *Replace original files* will replace the original with the converted image. If you have not checked *Selected items only*, MediaPro will convert all items in the catalog.

Backup/CD-ROM

This feature (Make menu) enables you to prepare CDs and DVDs for burning using the built-in disc burning technology on Windows XP and Mac OS X. Backup is also ideal for archiving digital files onto disk partitions, removable disks (e.g. Zip) or hard drives on a network.

MediaPro automatically scans your computer for available hard drives, partitions and removable media, such as CD, DVDs and Zip drives. It places available locations for backup in the *Destination* pull-down menu.

When backing up files to a CD or DVD that will be burned with the Mac operating system's built-in disc burning technology, the CD or DVD is named on the desktop after it has been inserted into the drive.

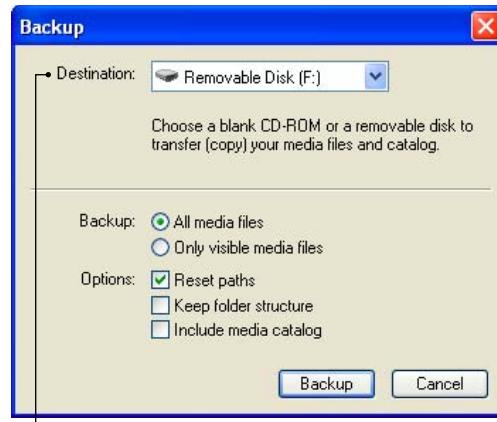
Additional options enable you to backup *All media files* or *Only visible media files* in the catalog (e.g. showing a set in the active view). You can also *keep the folder structure* of your original media, as well as *include a copy of the MediaPro catalog* with your backup.

The *Reset paths* option will reset the paths of items in the open catalog to the location of the media files that have been backed up. For example, if you backed up a group of files to a CD-ROM, the catalog would reset paths of those items to the media on the CD-ROM.

To backup your media, chose your options, then click the *Backup* button. MediaPro may ask you to save the catalog before burning.

Before burning backup files to a CD or DVD, you might also consider placing a copy of the iView Catalog Reader application on your removable media. Using this royalty-free software, you can distribute and share your iView catalogs with non-iView users at no cost or restriction.

To include Catalog Reader, simply copy it to your removable media before burning. iView Catalog Reader is included with the MediaPro install CD. If you need either the Mac or Windows version, it can be downloaded from the iView web site (www.iview-multimedia.com).



Backup dialog: MediaPro automatically scans your computer for available hard drives, partitions and removable media and places them in the *Destination* pull-down menu.

Catalog Reader has the same system requirements as iView MediaPro (see page 3) and will need QuickTime on the host computer in order to function properly.

Alternative Backup: Transfer to Folder

The Backup function does not provide the option of choosing a particular folder. MediaPro's *Transfer to Folder* feature will do this.

Select a file, group of files, or all files in the catalog, then chose *Transfer to Folder* in the Action menu. This dialog has three options for copying and moving files.

- **Move files:** Moves media files to a new folder, deleting original files. Catalog items will refer to the new files in the new folder.
- **Copy files:** Copies media files to a new folder, keeping the original files. Catalog items will refer to the files in the new folder.
- **Duplicate files:** Copies media files to a new folder. Catalog items and referenced files will remain unchanged.

Other export features

Export Thumbnails: (Make menu) This feature saves thumbnails of a catalog as a separate file (in the .PICT format). The dimensions of the extracted file will match the dimensions of the thumbnail defined in Thumbnail View.

This function applies to a single item or a group of selected items. If no items are selected, the pop-up dialog offers the option to export thumbnails for all items in the catalog.

Export Voice Annotations: (Make menu) This feature saves an embedded voice annotation as a separate file (in the .AIFF format).

This function applies to a single item or a group of selected items. If no items are selected, the pop-up dialog offers the option to export voice annotations for all files in the catalog. In previous versions of MediaPro, this function was in the *Annotations* submenu of the Action menu.

Helper applications

When browsing or viewing files in a MediaPro catalog, it's likely that you may want to act upon a file in some way outside of the feature set that MediaPro provides – such as file editing or compression. To assist you, there is a function called *Open With Helper Application*.

The way it works is simple: Select any file (or group of files) in the catalog and open it with a Helper application. Using Helper applications keeps you from having to launch an application, navigate through the desktop and locate the file.

Helpers are defined in the *Define Helper Applications* dialog box (see figure right). This panel will let you choose media editors, utilities or viewers so that you may quickly access them via the pull-down menu in the application toolbar or through a contextual menu.

How to add a Helper: Go to the *Define Helper Applications* dialog box and click the *Add* button. Navigate to the application through the desktop and select it. When first launched, iView MediaPro will automatically scan your computer for Helpers.



Define Helper Applications: To access this dialog, choose *Define Helper Applications* in the toolbar's drop-down menu or in a contextual menu.



Accessing Helper Applications:

After selecting the item, you can execute an *Open With* command two ways: In the toolbar's icon pull-down menu (top), or through a contextual menu. Right-click (Mac: Control-Click) to access a contextual menu.

but you may want to add or remove some later.

The possibilities are limitless for using Helper applications in your workflow. Here are some ways Helpers can assist you:

Email: You can add any file, direct from MediaPro, as an attachment to an email. To do this select the file, then choose a mail client (such as Outlook) in the Helper application drop-down and the file will automatically open as an attachment to a new email. Results will vary depending on your email client and operating system.

Image editing: Assign applications such as Adobe Photoshop or Graphic Converter as Helpers for editing photos. When browsing a MediaPro catalog with images, you can quickly access an image that you want to edit, open it in the appli-

cation, then save it. When you go back to your MediaPro catalog, the edits will be reflected in an updated thumbnail.

Edit anything: The same technique for editing images can be applied to just about anything - desktop publishing files such as InDesign and Quark; graphics files such as Freehand or Illustrator; even audio, video and text files. Just assign the appropriate application for the file and execute the *Open With* command.

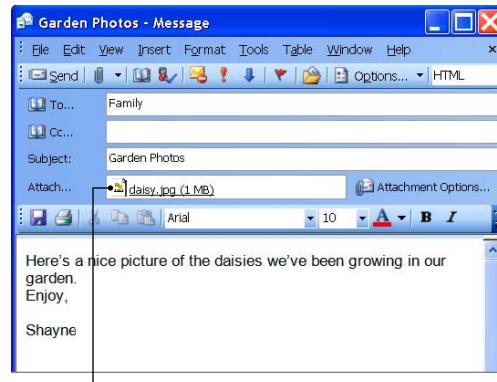
Compression and Packaging: Assign applications such as WinZip or Aladdin Systems' StuffIt, DropStuff or DropZip tools to compress or create self-expanding files for Mac and Windows. This method is excellent for packaging a group of media files for email, backup and burning.

Previews and Players: While MediaPro is an excellent viewer for almost every format, you may want to view your files in another application such as the Mac OS X Preview app, browsers such as Internet Explorer, or Windows Media player. If you use other players, such as iTunes, WinAmp or Audion, set them as Helpers. This will make it easy for you to add a particular MP3 to player's database.

Font management: On Mac OS 9, you can assign ATM Deluxe as a Helper for a quick, efficient way to add fonts from a MediaPro catalog to ATM's active *Sets & Fonts* window. This means that making any font active in your system only one click away. On Mac OS X, you can use Font Book to achieve the same result.

CD/DVD Burning & Backup: Assign any CD and DVD-burning application as a Helper and add files to a new disc image ready for burning. Of course, this action is similar to, but not exactly the same as, iView MediaPro's Backup command (see page 69).

Droplets: Droplets created by Adobe Photoshop or ImageReady can be integrated into your workflow by assigning them as Helpers. A "Rotate 90 Left" Photoshop droplet or "Make JPEG (quality 60)" ImageReady compression droplet will save you quite a bit of time when used as an MediaPro Helper application.



When you use Windows' Outlook or Mac OS X's Mail client as a Helper application, it automatically takes any selected file in an MediaPro catalog and adds it to a new message as an attachment. This is ideal for mailing photos to family and friends.



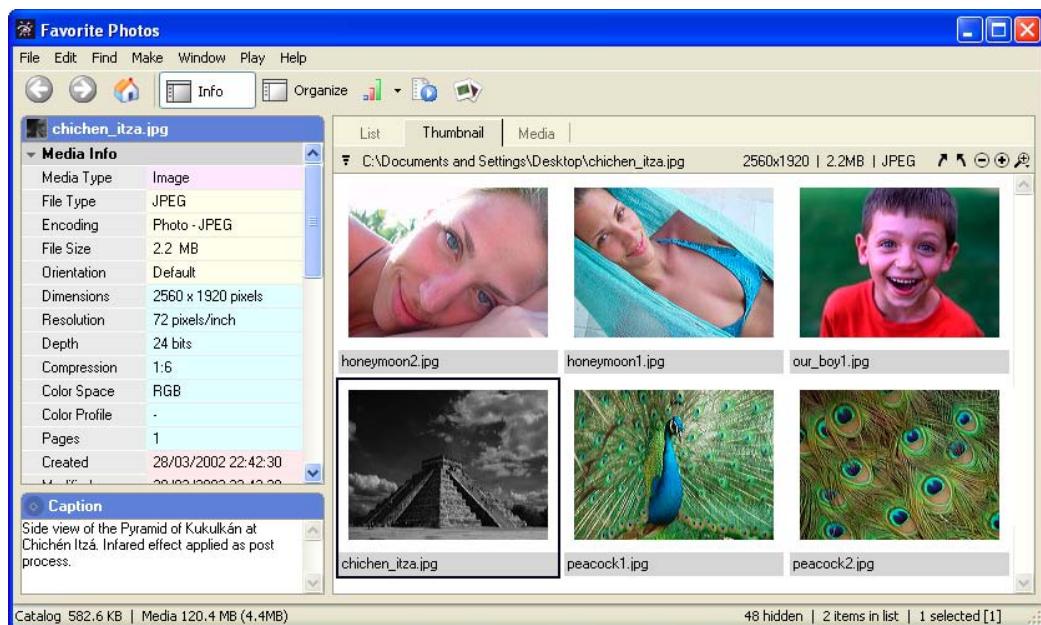
Applets and Droplets: Examples of droplets created by Adobe ImageReady, Photoshop and AppleScript Editor (Mac). Any AppleScript applet, scriptlet or droplet is an application and can be defined in MediaPro as a Helper.

Applets (Mac): Any AppleScript applet, scriptlet or droplet that has been saved as an executable is viewed by your operating system as an application and can be defined in MediaPro as a Helper.

Online Photo Printing Services: While iView MediaPro does not have built-in functionality for ordering prints from an online photo service, it's easy to make MediaPro work with photo services by using Helpers.

Simply set the online photo service software as an MediaPro helper application. Then open the images with this helper application. For some photo service software, this may not work. In that case, you can select the images you want and drag-and-drop them from the MediaPro catalog to the printing service software. This method also works well with Apple's iPhoto software.

The iView Catalog Reader interface is slightly different from MediaPro.



iView Catalog Reader

This new software from iView allows you to distribute and share your iView catalogs with anyone at no cost or restriction. Catalog Reader is free to download and distribute and works on both the Macintosh and Windows platform.

iView Catalog Reader will open catalogs written by iView Media 1.2 or higher and MediaPro 1.5 or higher. It has the same file format support as MediaPro and includes the Slide Show function.

Catalog Reader has the same system requirements as iView MediaPro (see page 3) and will need QuickTime on the host computer in order to function properly.

Burn iView Catalog Reader and your catalog to CD or DVD, send by email, or across a network to enable others to view your catalog.

Catalog Reader is included with the MediaPro install CD. If you need either the Mac or Windows version, it can be downloaded from the iView web site (www.iview-multimedia.com).

You can choose not to include your original media with a catalog which you distribute. This

lets you protect your digital assets from being copied while allowing others to view the List and Thumbnail Views. If you include original media this will allow a Catalog Reader user to access the media contained in a catalog.

iView Catalog Reader does not allow the viewer to make any alterations to your catalog or to create new catalogs. You do not have to purchase iView MediaPro to use Catalog Reader.

Protecting distributed catalogs

Once you have created a catalog for distribution with iView Catalog Reader, you might want to allow only certain people to view or access it. To set password protection for a catalog:

1. Select *Catalog Info* from the File menu.
2. Click the *Set Password* button. This button is only available if you have saved your catalog.
3. Type the password. Then save the catalog.
4. When opening the catalog in the future, you will be asked to provide the password before you can view the catalog's contents.

For additional security options, see page 16.

Scripts

The Scripts menu displays scripts that are inside MediaPro's *Plug-Ins - Scripts* folder. Since scripts can be attached to MediaPro, you can place additional scripts in this menu to access them while using MediaPro. To add your scripts to this menu, place them inside the user-defined *Plug-ins* folder (see page 3 for location).

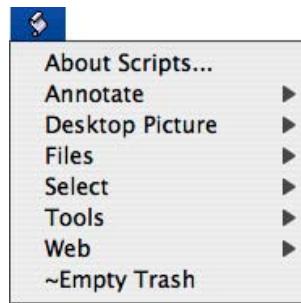
Annotate

- *Copy Photo Data to Clipboard* copies all EXIF photo metadata to clipboard.
- *Import From PhotoDISC™* (Mac) annotates images in your front catalog, using text files located in your PhotoDISC™ CD-ROM.
- *Make Caption from Photo Data* copies all EXIF photo metadata into the Caption field.
- *Make Caption from Text Files* (Mac) searches for .txt files in the same folder as the original, and copies the contents into the caption field.
- *Make Caption from Text Lines* (Mac) opens a text file and uses each line of the file as the caption for the selected items.
- *Make Event Date from Capture* copies the EXIF Capture Date and puts it into the Event Date of the Annotations pane.
- *Make Keywords from Folders* (Mac) enables you to add keywords to media files from folder names. The pop-up dialog provides the option of defining the level of folders in the path you would like to use for keywords.
- *Make Product from EXIF Data* (Mac) copies the EXIF Maker and Model fields and puts them into the annotations Product field.

You can modify existing scripts or create and attach your own annotation scripts at any time. Simply write the script, then place it in the *Plug-ins - Scripts - Annotate* folder.

Desktop Picture (Mac)

- *Add* sets the desktop picture of the main monitor to the selected item of the front catalog.
- *Remove* discards the desktop picture of the main monitor.



AppleScript menu:
(Mac) You can add your own scripts to this menu by placing them in the user-defined *Plug-ins* folder (see page 3 for the location of this folder).

Files

- *Rename Using EXIF Date* renames files using valid EXIF Capture Date field. See Media Info Panel to view the Capture Date field.
- *Rename Using Text File* (Mac) opens a text file and uses each line of the file as the new name for the selected items.
- *Set File Comment* (Mac) will save the Caption field inside the file's comment field, visible in the Finder and the "Get Info" window of original files.
- *Set File Label* (Mac) will set the color label of a file using label marking ID set in catalog.

Import (Windows)

- *Import from Adobe Photoshop Album* will assist you in converting a Photoshop Album library to an iView MediaPro catalog.

Select

- *All Landscape* will select all images that are horizontal.
- *All Portrait* will select all images that are vertical. Square images will not get selected by either script.

Tools (Mac)

- *Copy HTML Theme* will offer the option to chose an HTML theme and place a copy of it to the user-defined *Plug-ins* folder (see pg. 3).

Web (Mac)

- *Visit iView Online* will launch the home page of iView Multimedia's web site in the default web browser.

Other (Mac)

- *~Empty Trash* will empty the trash in the Finder.

Image Editing and Version Control

iView MediaPro offers powerful image editing as well as calibration tools that can enhance the color, sharpness and brightness of your images.

Image Editor

The features of this tool apply only to image file formats (such as JPEG or TIFF) and will not work on movies or vector graphics.

The Image Editor can be launched from the toolbar icon (), or by selecting *Show Image Editor* from the Window menu.

In order to properly preview the filter effects of the Image Editor, MediaPro will automatically switch to Media View when a filter is selected.

To edit images, use the following process:

1. Choose a filter from the Image Editor palette by clicking on the filter name in the list.

2. Make your edits in the pop-up filter dialog, then press *OK*. Apply as many filters to the image as necessary. Use the *Revert* button to discard all changes and reload the original image. Use the *Undo* button to remove the effect of the last filter applied.

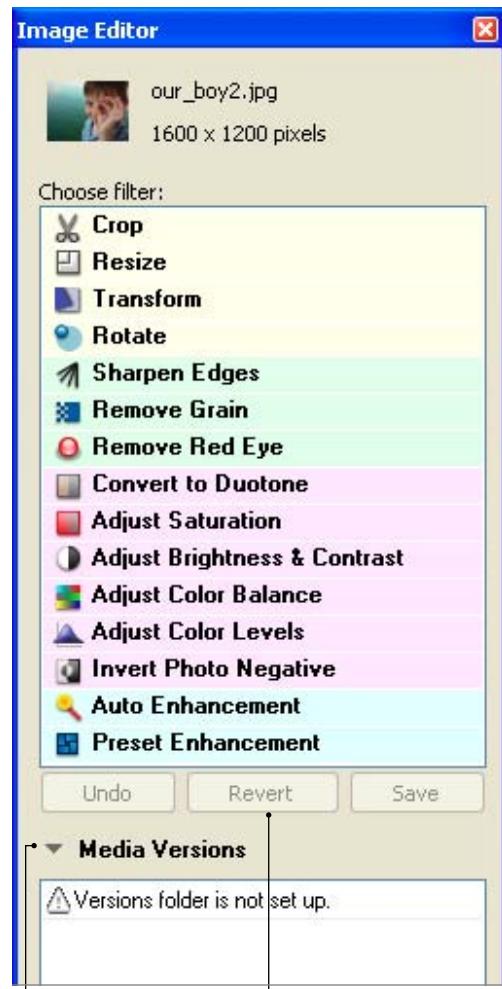
3. Image modifications by any of the tools described in this section are not saved until you press the *Save* button in the Image Editor palette. The *Save* button launches a dialog to define compression and file type settings. To overwrite the existing file simply press *Save*. This dialog also gives you the option of storing a backup copy of the original file in a folder of your choice, or in the Version Control folder.

Saving image files will remove embedded digital photo annotations (EXIF) that may have existed in the original file, unless you check the option to *Preserve EXIF metadata* in the Save dialog. IPTC and XMP metadata cannot be preserved. You must synchronize them after saving, using the *Sync Annotations* command (page 37).

The following pages describe how each of the Image Editor filters and tools work. You can use as many filters as you want before saving changes.

Image Editor palette

The Image Editor can be launched from the toolbar icon, or by selecting *Show Image Editor* from the Window menu. To launch a filter or image editing tool, click the name in the filter list.



Click the arrow to show or hide the Version Control section.

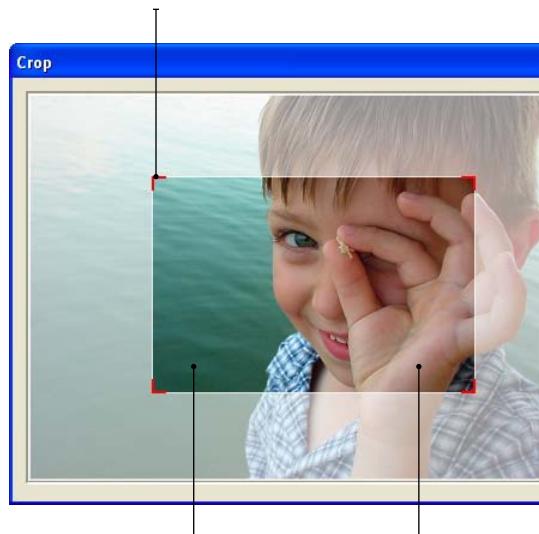
For instructions on how to use Version Control, see page 83.

Undo removes the effects of the last filter applied.

Revert reloads the image from the original.

Save launches a save dialog.

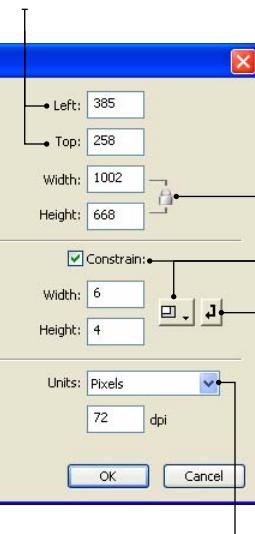
Resize the cropped area by clicking and dragging on any of the red control corners. When proportions are not constrained, you can pull on any side to alter the crop (see below).



To begin cropping, click the image and draw a box around the desired area. MediaPro grays out the area that will be cropped.

To move the cropped area, place your cursor in the active area, then click and drag the hand (☞).

Area defines the Left and Top edges of the cropped area in relationship to the original image. This is similar to X/Y coordinates used in other applications.



Width and height are the dimensions of the cropped area. The lock icon appears when proportions are constrained.

Check the **Constrain** box to lock the proportions of the cropped area. The dropdown menu in this area provides easy access to standard print, screen and video sizes.

The **Units** pull-down menu controls the unit of measure: pixels, inches or centimeters.

This button inverts the width and height variables of the constrained proportions.

Crop

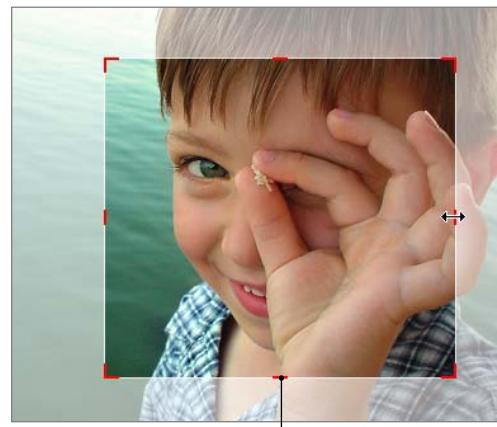
The Crop tool is used to reduce the visible area of an image. To begin cropping, click the image and draw a box around the desired area. MediaPro grays out the area that will be cropped. Click the **OK** button to accept the crop.

Before accepting the crop, you can adjust the edges of the selection to fall exactly at the desired location. Simply place the cursor over one of the four sides and drag to the desired location. While adjusting the cropped area, you can review the coordinates of the crop in the **Area** fields.

To constrain the proportions of a crop, check the **Constrain** box and enter the desired dimensions. This is useful for cropping an image for a specific print, screen or video sizes, such as 4x6 or 640x480.

You can adjust the unit of dimension displayed in this dialog by selecting pixels, inches or centimeters in the **Units** pull-down menu.

Click **Cancel** to exit the Crop tool.



When resizing a cropped area that is not constrained, dimensions can be adjusted by clicking and dragging on any side of the box. You do not have to click exactly on the red control bars.

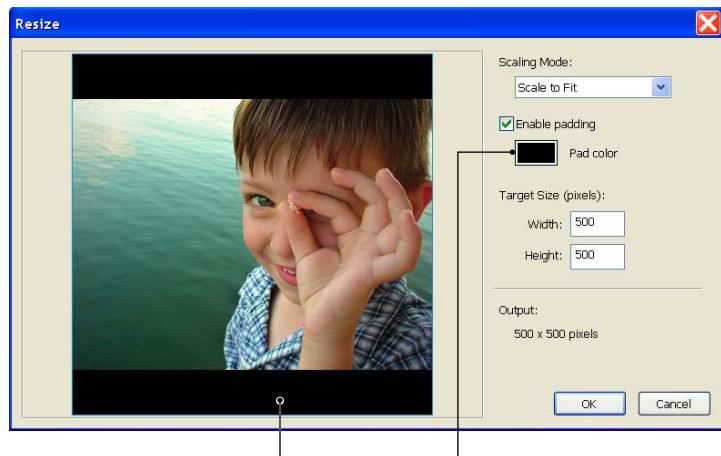
Resize

The Resize tool is used to reduce the size of an image. This tool works similarly to MediaPro's batch file conversion utility, but includes some options for finer adjustment.

To resize an image, define the new width and height in the *Target Size* fields. Adjust how the image will fit into the *Target Size* by selecting a *Scaling Mode*. If you want the image to conform to a specific size, without stretching the image, check the *Enable Padding* box and select a *Pad Color*.

MediaPro cannot interpolate, or increase, the size of images. Thus, when you give dimensions larger than the image's original size, this dialog will show blank space (or padded space) around the image.

The original resolution of images is not affected by resizing with MediaPro.



Padding is the space created when you choose a target size that is wider or taller than existing image proportion. When you choose *Enable Padding*, MediaPro will fill in the extra space with a color of your choice (see above). If padding is not enabled, MediaPro will resize the image according the Scaling Mode. This usually scales the image to fit the width or height. For example, without padding the horizontal image above would be output to match the width at 500 x 375.



In this example, the image output will be clipped at the top and bottom because the *Target Size* proportions are not as tall as the dimensions of the original image.

Scaling Mode defines the way the image will fit into the *Target Size*. Options include:

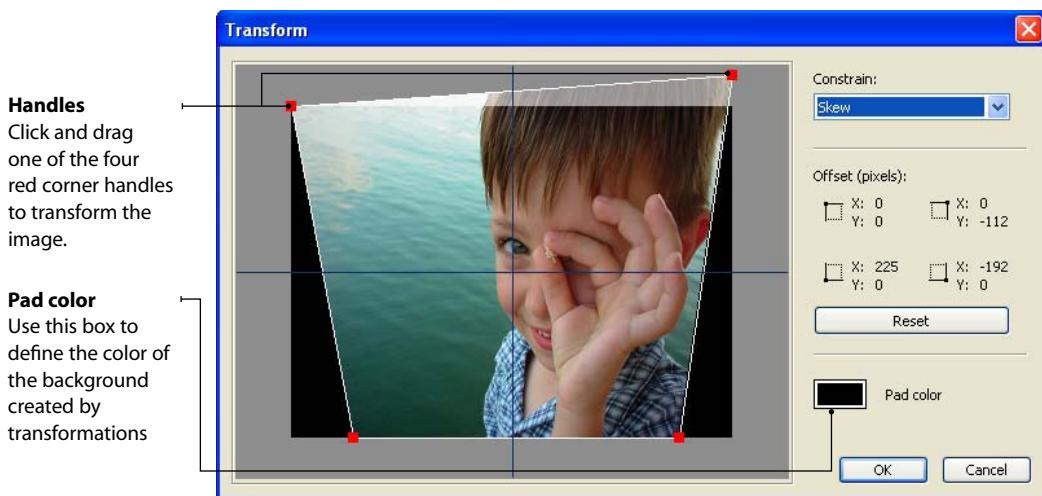
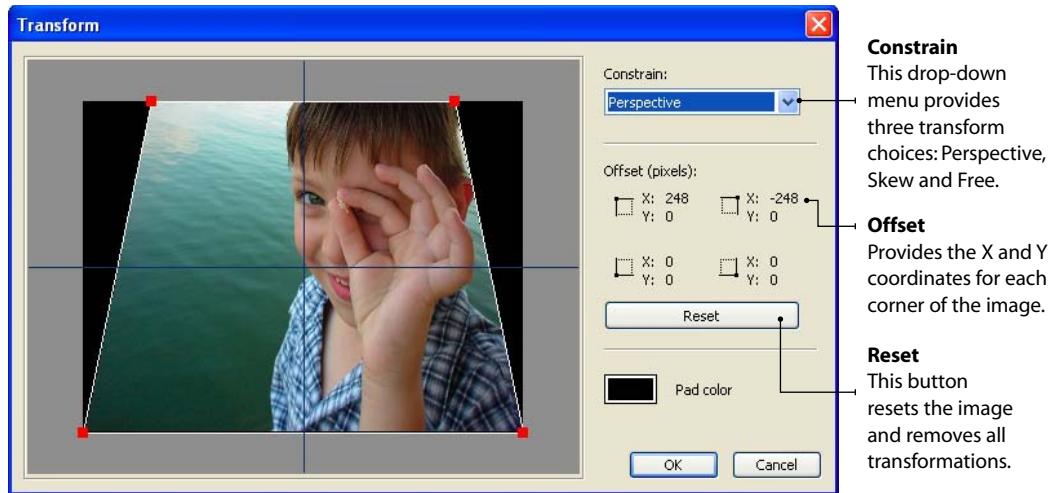
Scale to Fit proportionally scales the image to the *Target Size*.

Pin Larger scales the image with its larger side expanded or shrunk to fit the *Target Size*.

Pin Smaller scales the image with its smaller side expanded to fit the *Target Size*. This option will fill the entire area, but your image may be clipped.

Fit Width scales the image based on the horizontal parameters of the *Target Size*. If you apply this to a vertical image, some of it may be clipped.

Fit Height scales the image based on the vertical parameters of the *Target Size*. If you apply this to a horizontal image, some of it may not be visible.



Transform

The Transform tool lets you alter the shape and perspective of your images. This tool is good for correcting optical distortion such as converging verticals or barrel distortion.

The *Constrain* drop-down menu provides three transform choices: *Perspective*, *Skew* and *Free*.

Perspective: Applying perspective lets you apply one-point perspective to an item. To apply a vanishing point perspective along the horizontal or vertical axis, drag a corner handle along that axis. The opposite

corner will move in tandem.

Skew: This operation enables you to tilt or slant an object to one side while keeping all other sides fixed. Drag a corner handle to reposition just that handle. You can adjust all handles independent of moving others.

Free: This tool lets you apply skew and perspective transformations in one continuous operation.

Rotate

The Rotate tool is used to adjust the angle of an image. You can adjust the rotation in increments as small as 1/10th of a degree.

To rotate an image 90 degrees clockwise, just type 90 into the **Angle** field. To rotate counter clockwise, place a negative sign (-) in front of the number in the **Angle** field.

This rotation method is not the same as lossless JPEG rotation. See **JPEG Rotate** in the Action menu, for lossless rotations of 90, -90 and 180 degrees.



Pad Color: Select a color to use for the background of images when rotated.

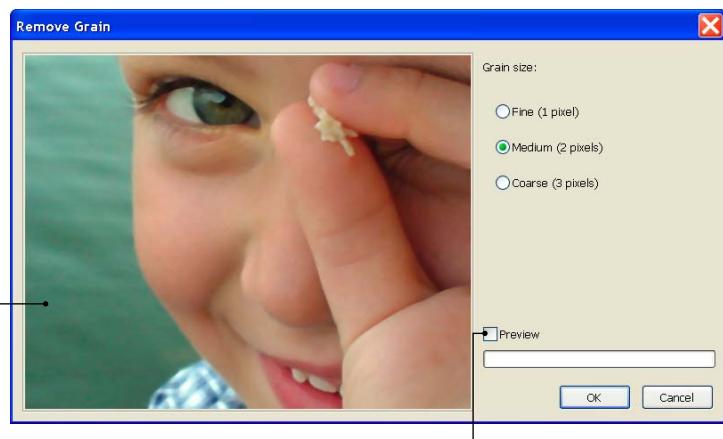
Adjust Angle: Use the arrows to rotate by increments of .1 degrees (up rotates clockwise; down rotates counter clockwise); or just type in the number of degrees to rotate (negative numbers rotate counter clockwise). You can also drag the image with the mouse.

Remove Grain

This filter will help smooth out grainy images by applying a slight blur.

Choose between **Fine**, **Medium** and **Coarse**, depending on the size the grain.

Real-time preview: This window shows the affects of the filter applied to a sample of the image area at 100%. To change the area of the image being previewed, click the image and drag it to the desired location.



Preview: Checking this box will apply the filter to the image in MediaPro's Media View. The time it takes to render a preview of the filter will vary depending on the complexity of the filter and the speed of your computer's processor.

Sharpen Edges

This filter adjusts the sharpness of your images. It works by determining the edges of elements in the image through their contrast.

The *Sharpening* slider defines the number of pixels (from 1-10) in the edge neighborhood that are retouched.

The *Edge Detection* slider adjusts how strong the contrast of edges must be before a pixel is considered to be in-range to be sharpened.

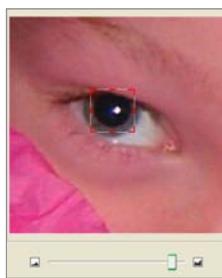


Tip: Be careful not to over-sharpen the image as it will bring out imperfections, making JPEG artifacts more visible.

Remove Red Eye

This filter helps you remove the "red eye" effect caused by a camera flash. To remove red eye from images:

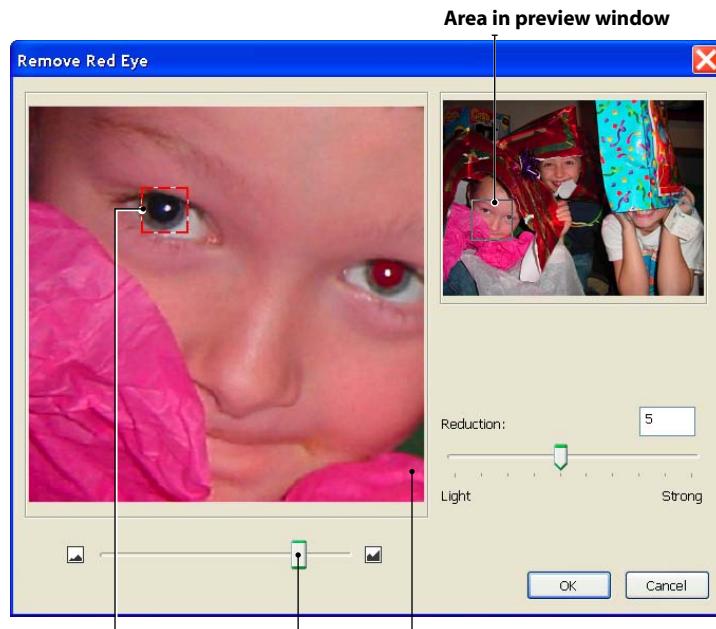
1. Zoom in on the area where the eyes are located.



2. Use the selection tool to draw an area around the pupil of the eye (above). Depending on the skin tone, it is safe with some images to draw a box around both eyes. Be aware of reddish skin tone, lips and red hair that might be affected.

3. Adjust the level of red-eye using the *Reduction* slider. Usually somewhere in the middle (5 or 6) works best.

4. Click **OK**. Repeat steps 1-3 to adjust the other eye.



Selection tool: Click and drag the red corners to adjust the size of the selection.

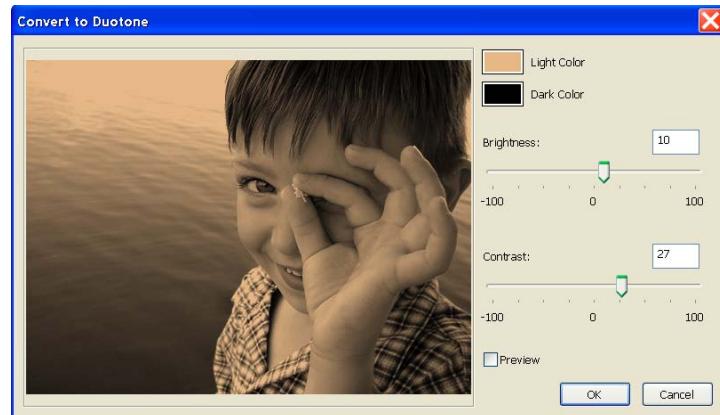
Zoom: Use this slider to zoom in on the eyes.

To move the image in the preview window: place your cursor in the active window, then click and drag the hand (☞).

Convert to Duotone

This filter converts color and black & white images into duotones. Duotones were designed to increase the tonal range of a grayscale image by using different colors to reproduce different gray levels.

To create a duotone, select a light and dark color by clicking on the respective color button. Then adjust the brightness and contrast using the sliders. Negative numbers reduce brightness and contrast.



Invert Photo Negative

The Invert Photo Negative filter inverts the colors of an image. This filter is useful for turning a positive image into a negative or to make a positive from a scanned negative.



Adjust Saturation

This filter adjusts the color saturation and lightness of your images.

The *Saturation* slider defines the intensity of the colors. The existing level of colors in an image is 100. To reduce color saturation, drag the slider to a number less than 100. Zero represents no color, making an image black and white.

This tool can help compensate for a lack of color definition, but bear in mind that inkjet printers tend to over-saturate color, rendering the colors unrealistic.



Adjust Brightness and Contrast

This filter adjusts the tonal range of your images through brightness and contrast. It can help to correct blurry images and bring out fine details in tone.

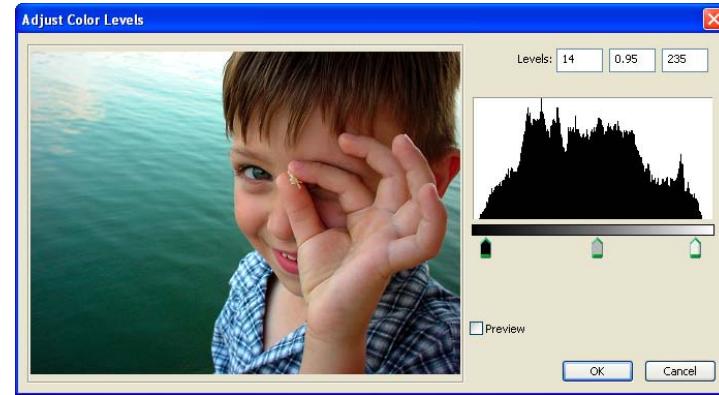
Dragging sliders to the left decreases brightness and contrast; dragging them to the right increases the levels.



Adjust Color Levels

Color Levels histogram displays the tonal range of the entire image. The sliders are used to adjust highlights (right), shadows (left), and midtones (middle).

The middle slider changes the intensity values of the middle range of tones without dramatically altering the highlights and shadows. The outer two levels sliders set the black point and white point of the image.



Adjust Color Balance

The Color Balance filter changes the overall mixture of colors in an image for generalized color correction.

To adjust the color balance, drag a slider toward a color you want to increase in the image or drag a slider away from a color you want to decrease in the image. Values range from -100 to +100.



Preset Enhancement

This filter offers several one-click enhancements for your images.

Color Cast: Images usually suffer from color casting if they have been shot using the wrong film type. For example, images shot under artificial light tend to have a yellow bias. This filter removes the yellowness of the image.

Contrast/Brightness: *Backlight* compensates for the effect of the subject being slightly backlit. *Under and Over Exposure* adjusts the tonal range to compensate for the effect of an image being under or over exposed.

Subject: This category offers a set of options to adjust skin tone of portrait photography and the color of objects in landscapes.

Windows: Some filters are only available on the Windows version. On Windows, a filter from each group can be combined to provide a custom enhancement.

Mac: On the Macintosh version, you can adjust the percentage of the filter that is being applied to the image using the Levels slider.



Windows: Some filters are only available on the Windows version. On Windows, a filter from each group can be combined to provide a custom enhancement.



Mac: On the Macintosh version, you can adjust the percentage of the filter that is being applied to the image using the Levels slider.

Auto Enhancement

This filter is a one-click enhancement that combines several filters (including saturation, brightness, contrast) to automatically produce an optimal image.

Results will vary depending on the tonal range of the original image.



Version Control

This feature is useful both for individuals and small workgroups to browse and track different versions during the editing process. This is useful as a backup as well as to revert to or compare different versions, and can be of great help during image editing.

To activate this feature, select a folder using the *Setup* dialog in the *Image Editor* palette. Backup copies of version-controlled files will be saved in this folder. You must make sure that you use a separate folder for each catalog.

The *Version Control* folder maintains a log of the items added and removed from the folder, with the name of the original file and, the number and details of each version saved. MediaPro will automatically purge version control files for entries that have been removed from the catalog, when a catalog is closed. The size of the folder will grow, depending on the size and number of copies of files. It is advisable to have the folder on a volume which has plenty of storage space.

Once a *Version Control* folder has been assigned to the catalog, you can begin to edit and backup media files. After you have edited an image, click the *Save* button in the *Image Editor* palette. In this dialog, check the box *Save in versions folder*.

MediaPro automatically assigns the current time and date and saves this data in the export log in the *Version Control* folder, together with a MediaPro-encoded backup copy of the file.

You can examine and compare any backup version, at any time, by simply clicking on the different versions in the list.

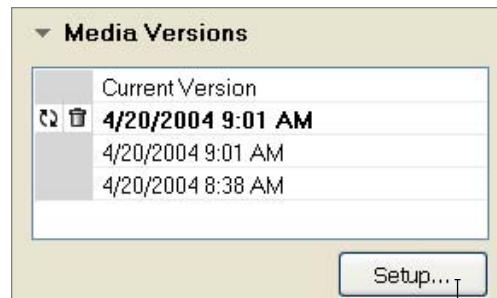
There are two important icons next to each item in the backed-up versions list:

 **The arrow icon** replaces the current media file with the selected backed-up version.

This option will also give you the opportunity to *Swap files* instead of replacing.

 **The trash icon** deletes the selected backed-up version, and removes it from the *Versions* list.

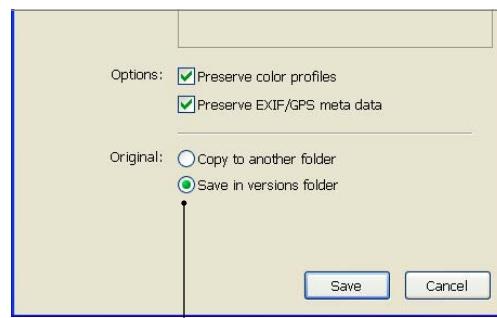
MediaPro also has version control support for



Version Control Setup in the *Image Editor* palette and its resulting dialog.



Click the folder icon to locate and choose your Version Control backup folder.



The *Save in versions folder* option of the *Save* dialog places a backup of the original version in the Version Control backup folder. It also provides *Options* to preserve color profiles and EXIF metadata.

image editing performed in other third-party applications such as Adobe Photoshop. For MediaPro to recognize these edits, you must have the *Image Editor* active and open the image file with the third-party editor via the *Open With* helper application menu (see page 70).

Printing

The print dialog automatically defaults to match the active view of your catalog. iView MediaPro offers three printing styles to match those views:

Content List is useful for printing a table of contents of your catalog. This style matches the layout of the catalog's List View, with icons and associated field information of each file.

This style also includes options for showing/hiding icons and field headers on the printout. The size of the icons in your catalog's List View determines the size of the icons in the printout.

Contact Sheet prints a table of thumbnails similar to your catalog's Thumbnail View. The size of the thumbnail in your catalog determines the size of the thumbnail in the printout.

Remember, thumbnails are imported into the catalog by using the file's built-in thumbnail or ones created by MediaPro. If your thumbnails are printing poorly, choose *Rebuild Item* in the Action

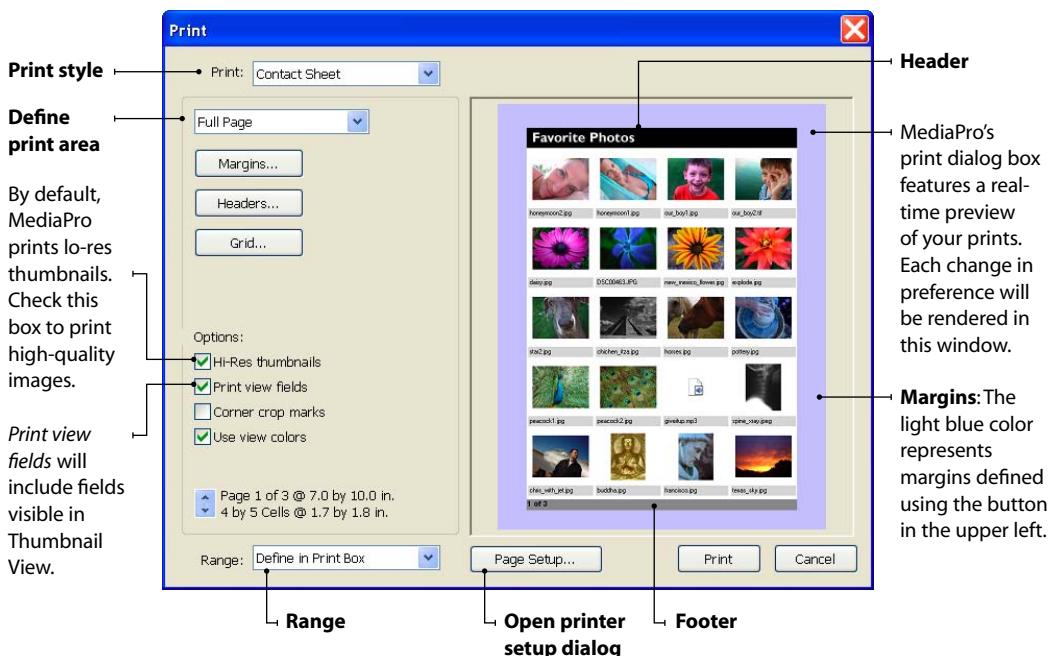
menu. Then try printing again.

You can also choose the *Hi-Res Thumbnail* option for quality printing. Checking this option will send more image detail for every thumbnail to the printer, so allow extra time for printing. The printing speed is dependent on your computer's processing power and the type of printer.

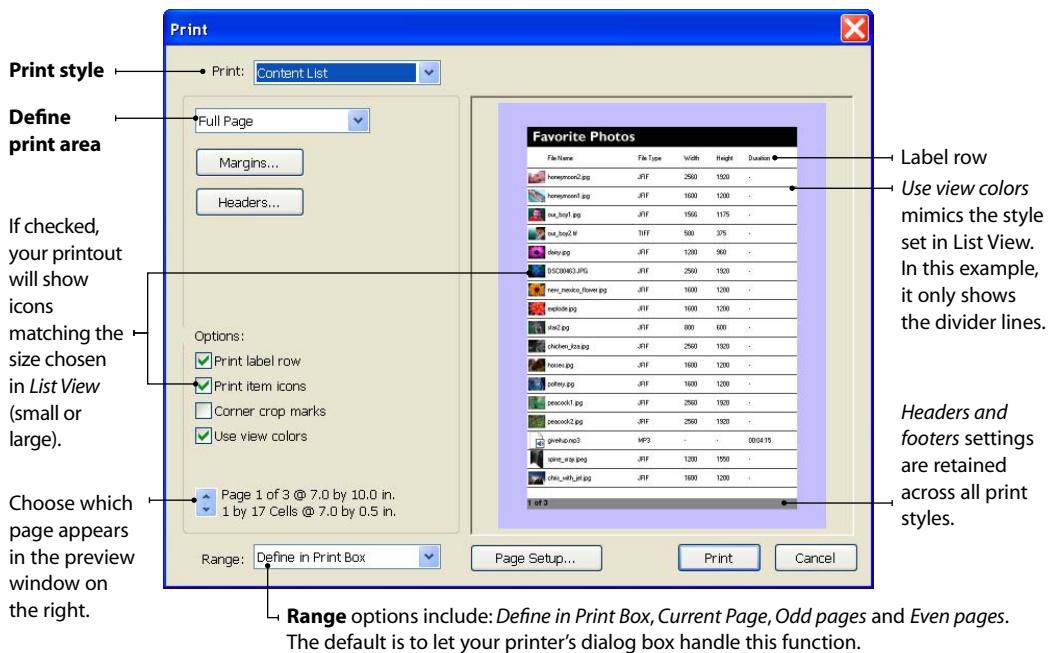
Media Sheet renders the full size, hi-resolution images from original files. Since some of these files may be quite large, allow extra time for printing. The size of the displayed and printed media can be changed by using the *Scaling* pull-down menu (see explanation next page).

The most useful of these is *Scale to Fit*, as it automatically rescales the image to fit within the print area. Other useful options are *Actual Size* and *Fit Width*, but they may hide parts of the image when the size and shape of the original image is larger than the rendered area or printed cell size.

Print dialog: Contact Sheet mode



Print dialog: Content List mode



Print dialog: Media Sheet mode

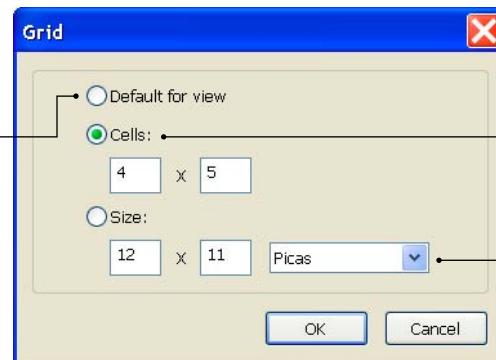


Repeat media: This option will tile a single image in the available print area. Use the *Grid* option to define the number and size of the tiled images. Check the *Margin between* box to place a small amount of space between tiled images. See an example on page 87.

Print Options: Grid

Only visible in the Thumbnail and Media Views.

Default for view takes into account the predefined layout and image size settings selected within each view mode, and the Print Area Size.



Cells allows you to define the number of rows and columns, but may override the image size settings or possibly crop some of the field text if the Print Area Size is too small.

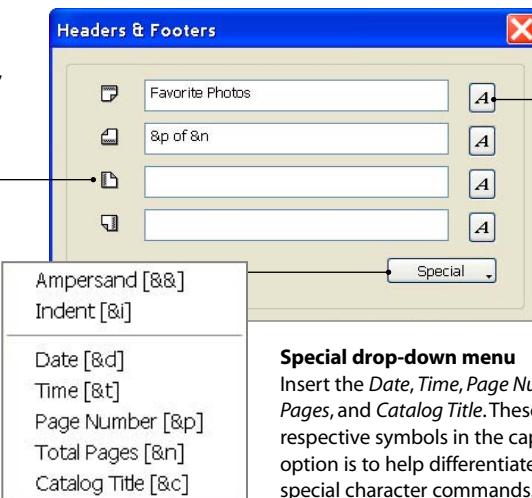
Size is similar to cells, but allows you to define the exact size of each cell.

Print Options:

Headers & Footers

Place labels such as headers, footers, right and left labels on your print out.

You may use one or all of these label fields on a given print out. This example will place *Favorite Photos* at the top of print outs. On the bottom, it will print the *Page Number* and *Total Number of Pages*. It is acceptable to mix these symbols with regular text.



Click this button to alter typographic, color and style preferences.

Special drop-down menu

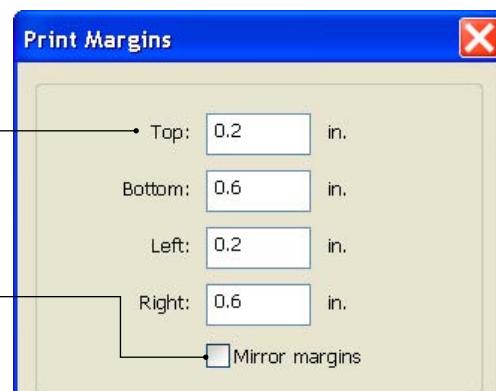
Insert the *Date*, *Time*, *Page Number*, *Total Number of Pages*, and *Catalog Title*. These are represented by their respective symbols in the caption's box. The Ampersand option is to help differentiate the character from the special character commands. The Indent option aligns the label center or right. One Indent mark (&i) will center the text. Two indent marks flushes the text to the right.

Print Options: Margins

Visible in all views.

Margin dimensions will default to those set by selected printer.

Use **Mirror margins** for including spines on double-sided documents that will be bound or punch-holed.



Print options

Define the Print Area menu has options for full page, as well as CD and other disk cases, such as Zip or Jaz disk. If you select *Full Page*, MediaPro uses the page size defined in the *Page Setup* dialog. The options will differ according to the type of the printer chosen. You can add custom print area templates to this menu. For instructions, see page 88.

Margins allows you to further adjust the *Print Area Size* on all sides. With the *Mirror Margins* option, you can include spines for double-sided documents that will be bound or punch-holed.

Headers enables you to place a label on the top (header), bottom (footer), right and left sides of your printout. You can adjust the type and style of the labels. In the *Special* drop-down, add automatic page numbers, date, time and more. Header settings are retained across all print styles.

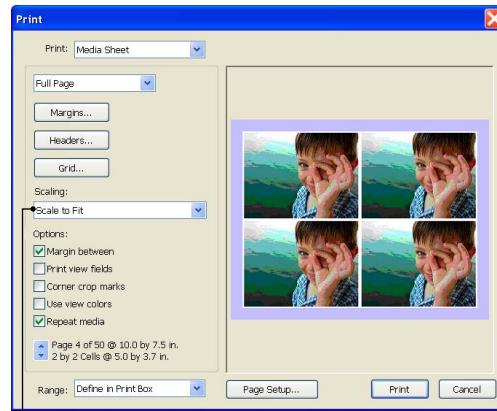
Grid: For Contact Sheets, this option defines the number of rows and columns for a printout. For Media Sheets, you can define how multiple copies of the same image, or different images, will be printed. *Default for view* takes into account the image size settings for the respective view of the catalog. *Cells* allows you to define the number of rows and columns. *Size* is similar to cells, but allows you to define the exact size of each cell.

Range modifies which pages will print. The default is to allow your printer's dialog box to handle this function. You may also choose *Current Page*, and *Odd* or *Even* pages.

Printing tips

- **To print a selection of files**, make your selection, then choose *Show Selected* from the Find menu. Print your results.
- **Multi-layer-/page files:** MediaPro only prints the frame assigned as an item's thumbnail. In order to print a layer or page within a composite file, go to the page or layer you wish print in Media View, then select *Rebuild Item* from the Action menu before printing.

Print dialog: Media Sheet mode (shown with 2x2 grid)



Scaling menu: Only visible in Media Sheet mode. To define the image size, choose one of the following options from the menu:

Actual Size uses the 100% size of the image, and centers it in the Print Area.

Scale to Fit proportionally scales the image to the size of the Print Area.

Fit Width scales the image based on the horizontal parameters of the Print Area. If you apply this to a vertical image, some of it may not be visible.

Fit Height scales the image based on the vertical parameters of the Print Area. If you apply this to a horizontal image, some of it may not be visible.

Pin Smaller Side draws the image with its smaller side expanded to fit the screen. This option will fill the entire screen, but your image may be cropped.

Pin Larger Side draws the image with its larger side expanded or shrunk to fit the screen.

Tile the image (in actual size) in the window. This option is helpful when you are printing patterns.

Percentages allows reduction or enlargement of the image from 25% to 2000%.

Page 4 of 50 @ 10.0 by 7.5 in.
2 by 2 Cells @ 5.0 by 3.7 in.

Page selector: Use the up and down arrows to choose which page appears in the preview window on the right side of the dialog box.

Print templates

iView MediaPro lets you create printing templates to suit all your needs. These printing templates are text files and reside in the user-defined *Plug-ins - Print Templates* folder (see page 3 for location of this folder).

Printing templates allow the user to define the specific size and position of the printing area on a page. It is made up of a line of text containing five values, each separated by a single space.

Example: -1 -1 342 339 px

- Value 1: Left margin
- Value 2: Top margin
- Value 3: Width
- Value 4: Height
- Value 5: Unit of measure

Acceptable units of measure

- in (inch)
- px (pixel)
- cm (centimeter)
- mm (millimeter)
- Use “.” or “,” as decimal separators.

If the margin is set at “-1”, MediaPro centers the printing area with these margins.

Example template for CD jewel case

The print area on the front of a standard CD jewel case is 120x120 mm.

To center the image horizontally, you need to place it: $(210-120) \div 2 = 45$ mm on the right margin.

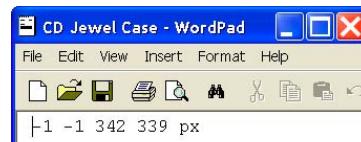
To center the image vertically, you need to place it: $(297-120) \div 2 = 88.5$ mm on the left margin. For simplicity, we will use 80 mm.

The coordinates that we need for the CD case template are:

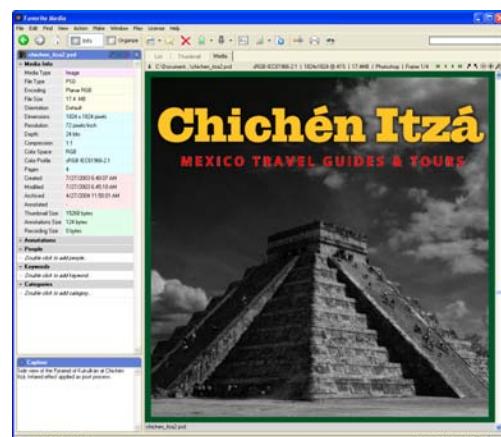
45 80 120 120 mm or -1 -1 120 120 mm

Create a template

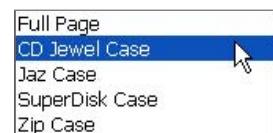
Step 1: Create a text file with the proper order and number of values. Place it in the user-defined *Plug-ins - Print Templates* folder (see page 3 for location).



Step 2: Select the image you want to print in Media View. Click the Print icon in the toolbar.



Step 3: Select the new template in the Print Dialog box.



Step 4: Modify the scale, crop marks, etc.



PDF Maker

This feature allows you to produce high-resolution PDF files of any size and layout using the media in your catalog. The layout of the PDF can be completely customized.

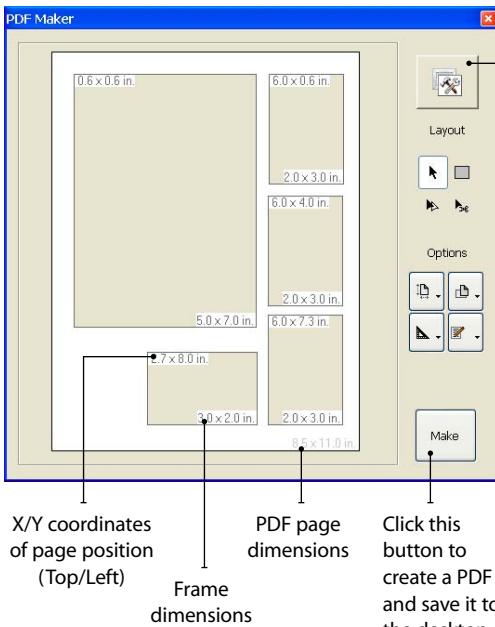
How to use PDF Maker

1. Launch this feature by selecting *Show PDF Maker* in the Window menu.
2. Start in the *Layout* tool by defining page size and orientation. To show the *Layout* tool, click the large button in the upper right corner of the palette. Once you have this view showing, you can decide how and where media items should appear on the page. Use the various option tools to define page size, orientation and unit of measure. Then use the layout tools to draw and move around boxes that will contain your media. Media locations are freeform and can even be overlapping. You can save various layouts for later recall by using the *Options Sets* drop-down menu.

3. Once your layout is defined, change to the *Content* tool by clicking the large icon in the upper right corner of the palette. Then, simply drag-and-drop media from your catalog to the PDF layout locations. When images are dropped into locations, they may need to be resized, rotated or relocated with the media location box. You can use the *Clear* tool to remove an image from a box.

4. Finally, click *Make* and your custom PDF file will be generated and saved to a location of your choice on the desktop. The time needed to create a PDF depends on the size and resolution of the images used in the PDF.

The high-resolution PDFs that you create are ideal for printing, but may be too large for distribution on the Internet. Currently, there are no options for customizing the compression of images in the PDF. Exported PDFs can be further customized using a PDF editing application such as Adobe Acrobat.



PDF Maker palette: Layout panel

- Click this button to toggle between Layout and Content panels of PDF Maker
- Layout Tools**
 - Move tool** Position or resize frames
 - Create tool** Click page to add a new frame
 - Clone tool** Click a frame to duplicate it
 - Delete tool** Click a frame to remove it
- Options**
 - Set page size (offers 11 standard sizes)
 - Set page orientation (portrait or landscape)
 - Set display units (inches, centimeters)
 - Option sets (Save or load layouts)

PDF Maker palette: Content panel

Click this button to toggle between Layout and Content panels of PDF Maker



Content Tools

Drag tool Position content in a frame		Zoom tool Scale content in a frame	
Rotate tool Set content orientation (rotates clockwise)		Clear tool Remove content from a frame	

Printing to PDF (Mac OS X)

On Mac OS X you can print MediaPro catalogs to PDF format using the system's built-in printing functionality. Instead of actually printing a document, you use the *Print* dialog to export your catalog to a PDF.

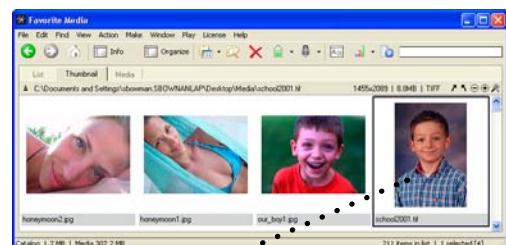
First, use the MediaPro print dialog to customize the print style (e.g. Content List, Contact Sheet or Media Sheet), then click the *Print* button.

In the system print dialog, click *Save As PDF*. Type a name for the document and choose where you want to save the PDF.

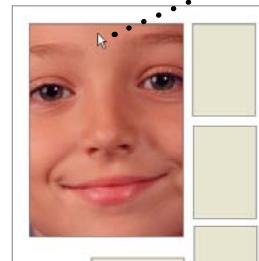


Save As PDF: In the OS X print dialog, there is a button that enables you to save your printout as a PDF instead of actually printing the file.

Placing images into PDF Maker layouts



Step 1: Select an image in the catalog and drag-and-drop it into the desired frame of the PDF. If you drop it into the wrong frame, use the *Clear* tool to remove the image from the frame.



Step 2: Images will snap to fill either the height or width. Use the *Zoom* tool to resize the image. Place the tool cursor on the image and drag up to enlarge or down to reduce.



Step 3: Use the *Drag* tool to position the image within the frame. Place the tool cursor on the image and drag it around in the frame to the desired position.



Step 4: Use the *Rotate* tool to adjust the orientation of the image within the frame. Place the tool cursor on the image and click. Each click rotates another 90 degrees clockwise.



Appendix A: Keyboard shortcuts

File Menu	Windows	Mac
New Catalog	Ctrl+N	⌘ N
Close Catalog	Ctrl+W, Ctrl+F4	⌘ W
Open Catalog	Ctrl+O	⌘ O
Catalog Finder	Ctrl+⇧+O	⇧ ⌘ O
Save Catalog	Ctrl+S	⌘ S
Save As...	Ctrl+⇧+S	⇧ ⌘ S
Catalog Info	Ctrl+K	⌘ K
Import Options	Ctrl+⇧+I	⇧ ⌘ I
Import from Files/Folders	Ctrl+I	⌘ I
Import from Camera	Ctrl+Alt+I	⌥ ⌘ I
Import from URL	Ctrl+Alt+U	⌥ ⌘ U
Cancel Running Tasks	Ctrl+Break	⌘ .(Period)
Print	Ctrl+P	⌘ P
Page Setup	Ctrl+⇧+P	⇧ ⌘ P
Exit (Quit)	Alt+F4, Ctrl+Q	⌘ Q

Edit Menu	Windows	Mac
Undo	Ctrl+Z	⌘ Z
Cut	Ctrl+X	⌘ X
Copy	Ctrl+C	⌘ C
Paste	Ctrl+V	⌘ V
Delete	Delete	Delete
Select All	Ctrl+A	⌘ A
Deselect All	Ctrl+D	⌘ D
Define Custom Fields	Ctrl+⇧+D	⇧ ⌘ D
Preferences	Ctrl+,	⌘ ,(Comma)

Find Menu	Windows	Mac
Show All	Ctrl+E	⌘ E
Show Hidden	Ctrl+Alt+E	⌥ ⌘ E
Show Selected	Ctrl+⇧+E	⇧ ⌘ E
Hide Selected	Ctrl+Alt+⇧+E	⌥ ⌘ ⌘ E
Show Previous State	Ctrl+Left Arrow	⌘ ←
Show Next State	Ctrl+Right Arr.	⌘ →
Find	Ctrl+F	⌘ F
Find Next	Ctrl+Alt+F	⌥ ⌘ F
Go To	Ctrl+G	⌘ G
Go Again	Ctrl+Alt+G	⌥ ⌘ G

View Menu	Windows	Mac
Actual Size/Scale to Fit	Ctrl+0	⌘ 0
Zoom In	Ctrl++	⌘ +
Zoom Out	Ctrl+-	⌘ -
Rotate 90° CW	Ctrl+]	⌘]
Rotate 90° CCW	Ctrl+[⌘ [
Move to Top	Ctrl+Up	⌘ ↑
Move to Bottom	Ctrl+Down	⌘ ↓
Move to Location	Ctrl+L	⌘ L
Move Again	Ctrl+⇧+L	⌥ ⌘ L
Sort Again	Ctrl+Alt+;	⌥ ⌘ ;
Invert Sort Order	Ctrl+;	⌘ ;

Action Menu	Windows	Mac
Rebuild Item	Ctrl+B	⌘ B
Sync Annotations	Ctrl+Alt+B	⌥ ⌘ B
Clear Annotations	Ctrl+⇧+B	⇧ ⌘ B
Add to Set	Ctrl+Alt+M	⌥ ⌘ M
Move to Recycle Bin (Trash)	Ctrl+Delete	⌘ Delete

Make Menu	Windows	Mac
Run Slide Show	Ctrl+R	⌘ R
Slide Show Options	Ctrl+⇧+R	⇧ ⌘ R

Window Menu	Windows	Mac
Minimize Window		⌘ M
Show/Hide Toolbar	Ctrl+T	⌘ T
Switch Views (List,Thumbnail,Media)	Ctrl+1, Ctrl+2, Ctrl+3	⌘ 1, ⌘ 2, ⌘ 3
Show/Hide Panels (Info,Organize)	Ctrl+4, Ctrl+5	⌘ 4, ⌘ 5
Show/Hide View Options	Ctrl+J	⌘ J
Show/Hide Image Editor	Ctrl+Y	⌘ Y
Show/Hide PDF Maker	Ctrl+U	⌘ U

Legend

⌘ Command ⌘ Option
⇧ Shift ⌘ ⌘ Arrows

Slide Show shortcuts

Keyboard shortcuts

Slide Show function	Windows	Mac
Exit slide show.	Escape (ESC)	Escape (ESC)
Show/Hide slide show controller. When the controller is hidden, the mouse cursor is also hidden.	Enter or Return	Enter or Return
Run/Pause slide show.	Space Bar	Space Bar
Display the next media file. The next media file is always displayed, even in Random mode.	Right or Down Arrow	Right or Down Arrow
Display the previous media file. The previous media file is always displayed, even in Random mode.	Left or Up Arrow	Left or Up Arrow
Move to next frame of a movie. Suitable for stepping through movie frames while slide show is paused.	Alt + Right or Down Arrow	⌘ + Right or Down Arrow
Jump to the last frame of the movie.	⇧ + Alt + Right/Down Arrow	⇧ + ⌘ + Right/Down Arrow
Move to previous frame. Suitable for stepping through movie frames while slide show is paused.	Alt + Left or Up Arrow	⌘ + Left or Up Arrow
Jump to the first frame of the movie.	⇧ + Alt + Left or Up Arrow	⇧ + ⌘ + Left or Up Arrow
Zoom in to the next available size option.	+ (Plus key)	+ (Plus key)
Zoom out to the previous available size option.	- (Dash key)	- (Dash key)
Toggle scale of images between <i>Scale to fit</i> and <i>Actual Size</i> .	Ctrl+0	⌘ 0
Change display to the next available grid option.	d	d
Change display to the previous available grid option.	⇧ + D	⇧ + D
Set/unset slide show to Interactive mode. If slide show is in interactive mode, you can use the arrow keys or mouse to move forward or backward.	I or i (case insensitive)	I or i (case insensitive)
Set/unset slide show to Continuous (Loop) mode.	L or l (case insensitive)	L or l (case insensitive)
Set/unset slide show to Random mode. Random mode uses all available media items once before repeating media.	R or r (case insensitive)	R or r (case insensitive)
Turn Multi-sound mode on or off. This is useful when playing multiple movies at once. When it is off you will only hear audio from the active movie.	M or m (case insensitive)	M or m (case insensitive)
Change the active media item to the next item in the grid. This is useful in multi-grid mode only. It will reset the slide show audio and swap information displayed in the info panel. Changing the active item also changes the order at which items are loaded.	Tab	Tab
Assign a color label to active media item. This label will apply to all views in the catalog. Use the slide show controller to check/show/hide labelled items.	Numbers 1-9	Numbers 1-9
Remove color label from active media item.	0 (Zero)	0 (Zero)

Mouse shortcuts

Slide Show function	Windows	Mac
Run/Pause slide show.	Click (Normal mode)	Click (Normal mode)
Load next slide.	Click (Interactive mode)	Click (Interactive mode)
Load previous slide.	⇧ + Click (Interactive mode)	⇧ + Click (Interactive mode)
Drag media in grid cell. This takes effect only if the displayed media is clipped, (i.e. larger than the grid cell size).	Alt + Click	⌘ + Click
Exit slide show.	Double Click	Double Click

Appendix B: Supported file formats

Image File Formats (Import)

File Format	Extension		
Adobe Photoshop	8BPS, PSD	✓	✓
Alias Pix	ALS, APIX	✓	✓
AppleWorks	CWPT	✓	✓
BMP	BMP, BMPf, BMPp, DIB	✓	✓
Canon Raw	CRW, CR2	✓	✓
FlashPix Image	FPX, FPix	✓	✓
Fractal Design Painter	RIFF		✓
Fuji Raw (Preview)	RAF	✓	✓
GE Medical CRI	CRI	✓	✓
Genuine Fractals	8BIN, STN, STNG	✓	✓
JacqCAD	Expn	✓	✓
JPEG	JPEG, JPG, JPE, EXIF	✓	✓
JPEG 2000	JP2, jp2		✓
Kodak PhotoCD	kpcd, PCDI, PCD	✓	✓
Kodak Raw DCS	DCR	✓	✓
Leaf Valeo Raw (Prev.)	MOS	✓	✓
Live Picture	FIT2		✓
Macintosh Icon	ICN, ICNS, Icon		✓
MacPaint	MAC, MSK, PNTG, IFF	✓	✓
Minolta Raw (Preview)	MRW	✓	✓
Olympus Raw	ORF	✓	✓
Pentax Raw (Preview)	PEF	✓	✓
Photo Mechanic/AP	DCBa		✓
Picture	PCT, PIC, PICT	✓	✓
Picture Clipping	clpp		✓
PNG	PNG, PNGf	✓	✓
QuickTime Image	QIF, QTI, QTIF, qtif	✓	✓
Seattle Filmworks	SFWI, SFW	✓	✓
SGI	SGI	✓	✓
Sony Raw (Preview)	SRF	✓	✓
Startup Screen	SCRN		✓
TGA	TGA, TPIC	✓	✓
TIFF	TIF, TIFF, FAX, RICH	✓	✓
Windows Icon	ICO	✓	

Audio File Formats (Import)

File Format	Extension		
AIFF	AIF, AIFF	✓	✓
AIFFC	AIFC	✓	✓
AMF Movie Importer	M4A, M4B, M4P	✓	✓
AMR	AMR, amr	✓	✓
Compact Disc Audio (AIFF)	CDDA, cdda	✓	✓
GSM Audio	GSM	✓	✓
MP3	MP3, MPG3, Mp3, PLAY, SWA, SwaT	✓	✓
Standard MIDI	MID, Midi, SMF	✓	✓
Sound Designer II	SD2, Sd2f	✓	✓
System Sound	sfil	✓	✓
µLaw	AU, SND, ULAUW, ULW	✓	✓
Wave	BWF, WAV, WAVE	✓	✓

Audio Export: AIFF, µLaw, Wave, System 7 Sound

AV/Animation File Formats (Import)

File Format	Extension		
3G2	3G2, 3gp2	✓	✓
3GPP Movie	3GP, 3gpp, SDV, sdv	✓	✓
AMC	AMC, amc	✓	✓
Animated GIF	GIF, GIFF	✓	✓
AutoDesk Animator	CEL, FLC, FLI	✓	✓
AVI	AVI, VFW, VfW	✓	✓
DivX AVI Import Comp.	AVI, DAVI, DIVX, VfW		✓
Flash (Macromedia)	SWF, SWFL	✓	✓
MPEG	MPG, MPEG	✓	✓
MPEG-4	MP4, mpeg4	✓	✓
QuickTime Movie	MOV, MooV	✓	✓
Standard MIDI	KAR	✓	✓

AV Export: 3G, FLC, QuickTime Movie, AVI, DV Stream, Image Sequence, MPEG-4

< Image Export: SGI, Adobe Photoshop, BMP, JPEG, JPEG 2000 (Mac only), MacPaint, PICT, PNG, QuickTime Image, TGA, TIFF

Illustration File Formats (Import)

File Format	Extension		
3D Studio	3DS	✓	✓
Adobe Illustrator	AI	✓	✓
AppleWorks	CWGR		✓
Canvas	drwX, drw9, drw8, drw7, drw6, drw5, CNV, CVX		✓
CorelDRAW	CDR5, 6,7,8, 9, CDRA, CDR		✓
Macromedia Freehand	FHD3, AGD1, AGD2, AGD3, AGD4, FH5,6,7,8,9, FHX, FH11	✓	✓
Postscript	EPSF, EPSP, EPS, PS	✓	✓
PowerCADD	Pd%4		✓
Windows Metafile	EMF, WMF	✓	

DTP File Formats (Import)

File Format	Extension		
Adobe InDesign	InDd		✓
Adobe PageMaker	ALB6, AB65		✓
MultiAd Creator	Crtr, CRTR	✓	✓
PDF	PDF		✓

Text File Formats (Import)

File Format	Extension		
AppleWorks	CWWP	✓	✓
Text	TEXT, TXT, ttro	✓	✓
Text Clipping	clpt		✓

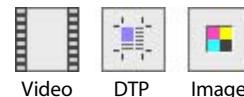
Other File Formats (Import)

File Format	Extension		
Font - True Type	TTF	✓	✓
Font - Open Type	OTF	✓	✓
Font - Other	FFIL, ffil, tfil, DFNT, TTC, SFNT		✓
HTML Document	HTML, HTM	✓	✓
HTML Archive	MHT	✓	
XML Document	XML	✓	

Note: MediaPro's capacity to import certain file types is dependent on having the most current version of Apple's QuickTime installed on your computer.

Cataloging unsupported formats

MediaPro allows you to add basic cataloging support for other media file types by modifying the *Custom* importer list. Thumbnail and media rendering of these files is not supported. Instead, these files will be represented by a generic icon corresponding to the file type group.



Video DTP Image

To add a file type to the *Custom* importer list:

1. Locate the user-defined *Plug-ins - Importers* folder. Open the *Custom* file with a text editor.
2. Add your own types at the bottom of the file.

For example, to add FileMaker files, type FMP3|6|FileMaker Pro

The first four characters are the file type. The next is the Media ID, which are listed at the top of the list. If you choose the wrong ID, MediaPro will not catalog the file. The remaining segment is the name of the program. You must follow the exact format in order for the new file importer to work properly.

3. Save the text file and launch MediaPro.

Finding file types: On Windows, the file type is always the same as the file extension, with spaces appended to make up four characters. On the Mac, finding the file type is more complicated.

In Mac OS 9, there are two utilities that are part of your operating system that can help you, Sherlock. Launch Sherlock in the Finder. With the *More Search Options* dialog box open, drag-and-drop any file from the Finder to the *More Search Options* window. The file's criteria appear in relevant boxes, including file type.

In Mac OS X, there is no utility in the operating system that can identify file types. However, there is a shareware utility that can assist you, XRay. Drag-and-drop the file on the to the XRay window as directed by the application. Under the *Show* pull-down menu, select *Type, Creator and Extension*. This will display the file type information.

Appendix C: Annotation mapping

iView MediaPro supports a set of pre-defined fields for annotating your media. This set (also known as IPTC fields or headers) enables you to define the author, event date, location, copyright and more for your media files.

These annotation standards have been defined by International Press and Telecommunications Council (IPTC) and the Newspaper Association of America (NAA). Adobe uses this standard in part to define their XMP metadata standard.

MediaPro also supports annotations defined by QuickTime, Apple's tool for media authoring and play back of high-quality audio and video.

To simplify annotating media, and prevent multiple sets of annotations for each standard,

MediaPro has mapped QuickTime's annotation fields to the IPTC fields.

The table below lists the fields used by iView MediaPro and their corresponding definitions in the IPTC and QuickTime standards, as well as in Adobe Photoshop CS.

Because the definitions of each annotation are not integrated into the data, other applications may refer to an annotation by a different name.

The *IPTC Size* is the character limit defined by the standard. The *IPTC Code* is provided as reference to the standard. For additional information on the IPTC metadata standard, please refer to the official IPTC web site:

<http://www.ietf.org/rfc/>

iView Annotation	IPTC - Name	Size	Code	QuickTime	Photoshop CS (8.0)
Title	Headline	255	0x0269	Information Full Name	Headline
Product	Object Name	63	0x0205	Product Album (mp3)	Document Title
Genre	Primary Category	3	0x020F	Genre	Category
Event	Fixture	31	0x0216	Description	+
Event Date	Date Created	8	0x0237	Creation Date	Date Created
Author	Author	31	0x0250	Author Original Artist Artist (mp3)	Author
Author Title	Author Title	31	0x0255	-	Author's Position **
Credit	Credit	31	0x026E	Producer	Credit
Source	Source	31	0x0273	Original Source	Source
Copyright	Copyright	127	0x0274	Copyright	Copyright Notice
Transmission	Transmission	31	0x0267	-	Transmission Reference
Country	Country	63	0x0265	-	Country
State	State/Province	31	0x025F	-	State/Province
City	City	31	0x025A	-	City
Location	Location	31	0x025C	-	+
Instructions	Special Instructions	255	0x0228	Special Playback Requirements	Instructions
Status	Edit Status	63	0x0207	Disclaimer	+
Writer	Writer	31	0x027A	Writer	Description Writer
Caption	Caption	2000	0x0278	Comment	Description
People *	Contact	127	0x0276	Performers	+
Categories *	Supplemental Categories	31	0x0214	-	Supplemental Categories
Keywords *	Keyword	63	0x0219	Keywords	Keywords
Color Label	Urgency	1	0x020A	-	Urgency

* Supports multiple entries in field; ** Supported in earlier versions of Photoshop ; + Supported in Photoshop CS via iView plug-in

Appendix D: Troubleshooting

Basic troubleshooting

Make sure that you have the installed:

1. The latest version of MediaPro from our site.
<http://www.iveiw-multimedia.com/>
2. The latest version of QuickTime from Apple's site. QuickTime 6 is required. We recommend version 6.5 or higher.
<http://www.apple.com/quicktime/>
3. Windows users should keep up to date with the latest service packs and drivers for their operating system. Use the *Windows Update* command in the *Start Menu* to download and install the latest updates.
4. Mac OS 9 users need CarbonLib system extension 1.5 or higher. 1.6 is recommended.

Mac users can also solve problems by:

1. Deleting the MediaPro preferences in the System's *Preferences* folder.
2. Turning off non-Apple or non-Carbon compatible extensions (OS 9 only).

Thumbnails look fuzzy, pixelated.

By default, MediaPro imports thumbnails that have been embedded into the file by other programs or devices. This makes MediaPro very fast when importing media, but embedded thumbnails may look blurry or pixelated. To improve thumbnail quality, chose the item and select *Rebuild Item* from the Action menu. For more information on improving thumbnail quality, see page 21.

I have Mac OS 9.x, how much memory should I allocate to iView MediaPro?

The default (8MB) is 99% of the time adequate, unless you want to open more than 10 catalogs at once, or you want to create huge movie presentations. MediaPro doesn't need more memory, as all rendering is performed using QuickTime and System memory. In fact, it's counter-productive to increase MediaPro's memory partition because it takes away from System memory.

Viewing Nikon, Canon and Kodak digital camera raw files is one of the exceptions to this rule. Increase your memory allocation to 15 MB or higher to improved performance in MediaPro.

Transition effects do not appear to work in slide shows exported as a QuickTime movie.

If you are using video compression, make sure that your frame rate is higher than 1 fps (frame per second). If there is no value in the QuickTime compression settings dialog box, fps defaults to 1, and you'll get no effect (as the effect lasts for only one second).

Common Error Messages

No importer found: This error message appears when MediaPro cannot display or render a particular file type. Try upgrading to the latest version of QuickTime.

Volume not mounted: iView MediaPro needs access to the actual file in order to display it on the screen in Media View or Slide Shows. This error is displayed when MediaPro cannot find the media storage device or disk on which the file is stored. Mounting the disk should solve the problem.

Customer Support

If you have additional questions, please make sure you check the manual, our online FAQ and community forum. If you still can't find an answer, or you would like to send us a comment or suggestion, then fill out our online technical support form at: www.iveiw-multimedia.com/support/directsupport.html

Customer forums

Join the community of iView users. Find answers to many issues, learn about new features, and post questions. Connect online at: <http://www.iveiw-multimedia.com/forum/>

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